

TELPAS

Texas English Language Proficiency Assessment System

Rater Manual

Grades K–12



Contact Information/Resources

2015 Contact Information	
For questions about	Contact
TELPAS testing policies	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 Email: ELL.tests@tea.state.tx.us
accessing and navigating the Texas TrainingCenter for TELPAS online rater training and calibration	Pearson's Austin Operations Center Telephone: 800-627-0225 Email: TELPAS.techhelp@support.pearson.com
accessing online resources or online test administration procedures and for online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-627-0225 512-989-5300 Fax: 512-989-5375 Email: pearsononlinetesting@support.pearson.com

2015 General Information Resources	
For general information related to	Access
student assessment program	TEA Student Assessment Division website at http://www.tea.state.tx.us/student.assessment/
ELL assessments	http://www.tea.state.tx.us/student.assessment/ell
TELPAS online basic training courses, online calibration activities, and related training materials	http://www.TexasAssessment.com/TexasTrainingCenter
TELPAS online reading test training and administration materials	http://www.TexasAssessment.com/info
TELPAS online reading test student tutorials	http://www.TexasAssessment.com/TELPAS-tutorials
online testing technology information	http://www.TexasAssessment.com/techinfo
master index of assessment resources	http://www.TexasAssessment.com/masterindex

2015 Resource Materials	
Resource materials available online	Located at
<i>2015 Test Security Supplement</i>	http://www.tea.state.tx.us/student.assessment/security/
Accommodation Resources	http://www.tea.state.tx.us/student.assessment/accommodations
LPAC Resources	http://www.tea.state.tx.us/student.assessment/ell/lpac
<i>User's Guide for the Texas Assessment Management System</i>	http://www.TexasAssessment.com/guide

Contents

Contact Information/Resources	i
Calendar of Events	v
Icons Used in This Manual	vi

Overview

General Information About TELPAS	1
Scheduling	2
Student and Test Data Submission for TELPAS	2
Eligibility Requirements	2
Test Security and Confidentiality Requirements	3

Rater Responsibilities

General Information About Holistically Rated TELPAS Assessments	8
Overview of the Rating and Reporting Process	8
Rater Credentials	9
Accommodations—Holistically Rated Assessments	9

Rater Checklist 10

Training	11
Attend training session on administration procedures	11
Complete holistic rating training requirements	12

Prepare for and Complete Assessments 18

Assemble and verify grades 2–12 student writing collections	18
Prepare to rate your students	24
Rate your students	31
Create and manage rating entry groups if so directed	38
Enter rating information online if so directed	40

Return Materials 43

Prepare materials for return	43
--	----

Appendices

Appendix A

Oath of Test Security and Confidentiality for TELPAS Rater	47
Oath of Test Security and Confidentiality for TELPAS Writing Collection Verifier	49

Appendix B

TELPAS Student Rating Roster	51
--	----

Appendix C

Writing Collection Cover Sheet	53
Writing Collection Verification Checklist	54

Appendix D

TELPAS Rater's User Guide for Online Holistic Rating Training	55
New User Registration.	55
Registered User Access	57
Navigating the TELPAS TrainingCenter	60
Accessing TELPAS Online Courses	62
Accessing TELPAS Online Calibration	65
Accessing Training Results and Certificate.	75

Calendar of Events

Spring 2015	
Events	Dates
Administration procedures training for holistically rated assessments	By 2/16
Online training courses for holistically rated assessments	
• Assembling and Verifying Grades 2–12 Writing Collections	Opens 1/12
• Basic Training Course for Kindergarten and Grade 1	Opens 1/26
• Basic Training Course for Grades 2–12	Opens 1/26
Online calibration window	Opens 2/16
Writing samples for TELPAS writing collections	Beginning 2/16
TELPAS assessment window	3/16–4/8
TELPAS data verification window	4/9–4/10
Districts receive TELPAS standard and optional reports	5/15

Icons Used in This Manual

The following icons are used throughout the manual.



This icon refers to the Calendar of Events. The text below the icon is a link to the Calendar of Events on the District and Campus Coordinator Manual 2015 Resources webpage.



This icon indicates additional information that is available online. Text below the icon links to specific online resources.



This icon indicates a resource found on the Texas Assessment website that supplements information in this manual. The text below the icon is a link to the Texas Assessment webpage or resource.

General Information About TELPAS

The Texas English Language Proficiency Assessment System (TELPAS) fulfills federal requirements for assessing the English language proficiency of English language learners (ELLs) in kindergarten through grade 12 in four language domains: listening, speaking, reading, and writing. TELPAS assesses students in alignment with the Texas English Language Proficiency Standards (ELPS), which are part of the Texas Essential Knowledge and Skills (TEKS). Student performance is reported in terms of the four English language proficiency levels described in the ELPS: beginning, intermediate, advanced, and advanced high. TELPAS results are used in accountability and performance-based monitoring indicators.

The assessment components for grades K–1 and 2–12 include the following:

- Grades K–1
 - holistically rated observational assessments of listening, speaking, reading, and writing
- Grades 2–12
 - multiple-choice online reading tests in six grade clusters: 2, 3, 4–5, 6–7, 8–9, and 10–12
 - holistically rated student writing collections
 - holistically rated observational assessments of listening and speaking

Students' answers to the reading tests, ratings from the holistically rated assessments, and all other student data are submitted through the Texas Assessment Management System, delivered through PearsonAccess.

The instructions in this manual explain the responsibilities of raters for the spring 2015 TELPAS administration. Testing coordinators and other personnel with oversight roles should be familiar with the contents of this manual, the *2015 TELPAS Reading Test Administrator Manual*, and the TELPAS information in the *2015 District and Campus Coordinator Manual*. Assessment procedures must be followed exactly so that all individuals eligible for testing are assessed in a uniform manner.



Calendar of Events

Scheduling

Each district is responsible for developing a local schedule for the TELPAS assessments during the designated test administration window specified in the Calendar of Events. Your campus coordinator will inform you of the schedule to follow.

Submission of Student Data and Assessment Information for TELPAS

TELPAS is administered as an online assessment program. Two types of information are submitted.

- **Student data consisting of student identification, demographic, and program information**

This information includes the student's Public Education Information Management System (PEIMS) student-ID, name, date of birth, ethnicity/race, number of years in U.S. schools, special language program type, etc. Instructions for entering and verifying this information in the online system are not found in this manual. If you are needed to assist in this process, your campus coordinator will give you a separate set of instructions.

- **TELPAS assessment information**

This information includes students' answers to the reading tests for grades 2–12, the holistic proficiency ratings of each student, rater information, any reading test accommodations used, and any reasons for why a student was unable to be assessed. Instructions for submitting this information are provided in this manual.

Eligibility Requirements

All K–12 ELLs are required to participate in TELPAS, including students classified as limited English proficient (LEP) in PEIMS who have parents who have declined bilingual/ESL program services (PEIMS code C). ELLs are required to be assessed annually until they meet bilingual/ESL program exit criteria and are reclassified as non-LEP.

The rare circumstances in which a student may not be required to participate in one or more TELPAS language domains include:

- **ARD Decision:** In rare cases, it may be necessary for the admission, review, and dismissal (ARD) committee, in conjunction with the language proficiency assessment committee (LPAC), to determine that an ELL receiving special education services should not be assessed in reading, writing, listening, and/or speaking for reasons associated with the student's particular disability. Participation must be considered on a domain-by-domain basis. The reason for not assessing the student must be well-supported and documented in the student's individualized education program (IEP) by the ARD committee and the student's permanent record file by the LPAC.

- **Newly Enrolled ELL—Holistically Rated Domains:** An ELL from another Texas school district, state, or country who enrolls on or after the first day of the TELPAS testing window will not be assessed by the receiving district in the holistically rated domains. However, newly enrolled students in grades 2–12 are required to take the TELPAS reading test.



ARD Resources
LPAC Resources

Test Security and Confidentiality Requirements

All assessment instruments as defined under TEC §39.023 and §39.027, are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. As specified in the *Test Security Supplement* in 19 TAC Chapter 101, each person participating in the student assessment program is required to maintain and preserve the security and confidentiality of all test material and student data, and must also handle this information in strict accordance with the instructions contained in this manual and the *Test Security Supplement*.

Test Security

Test security involves accounting for all secure materials and confidential student information before, during, and after each test administration. Districts must ensure that the only individuals permitted to have access to these materials and information are district personnel who meet the requirements to participate in the Texas student assessment program, have been trained, and have signed the appropriate oath. Further, districts are required to implement the controls necessary to ensure the proper storage and accurate tracking of secure materials throughout each stage of all test administrations. Other steps districts must take to maintain security include placing confidential documentation, such as rating rosters that contain student data, in limited-access locked storage (for example, in a locked closet or cabinet) when not in use. Any scratch paper used during an assessment must also be collected and destroyed immediately after each test administration.

Confidentiality Requirements

Maintaining the confidentiality of the TELPAS program involves protecting the contents of all online assessments and student rating information. This requires compliance with, but is not limited to, the following guidelines.

- All testing personnel who meet the requirements to participate in statewide testing must undergo training and must sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the TELPAS program before handling secure test materials or administering assessments.
- Upon first accessing the secure online administrative features of the Assessment Management System, trained and qualified testing personnel who will be administering online assessments must read and accept a statement of confidentiality.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of an online assessment before, during, or after a test administration unless specifically authorized to

do so by the procedures outlined in the test administration materials. If circumstances necessitate that an online assessment be examined, permission **must** first be obtained from TEA.

- No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval from TEA.
- Only students may respond to test questions.
- Test administrators who have permission to view secure materials in order to provide an approved accommodation must be reminded that they are viewing secure content, and that responding to test questions, recording the information they see, scoring the test, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, these individuals are required to sign a separate section of the test administrator oath.
- No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

Upon completion, the TELPAS Student Rating Roster and the writing collections must be submitted to the campus coordinator for storage.

Penalties for Prohibited Conduct

In accordance with 19 TAC §101.3031(b)(2) and as described in the *Test Security Supplement*, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation, is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term
- issuance of an inscribed or non-inscribed reprimand
- suspension of a Texas educator certificate for a set term
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently

Districts allowing certified or noncertified paraprofessionals (e.g., teacher aides) to access secure materials or to administer tests must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified professional is subject to the penalties above.

Release or disclosure of confidential test content is a class C misdemeanor and could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code. Further, 19 TAC §249.15 stipulates that the State Board for Educator Certification may take any of the above actions based on satisfactory evidence that an educator has failed to cooperate with

TEA in an investigation. In addition, any irregularities in test security or confidentiality may result in the invalidation of students' assessments.

Measures Implemented by TEA to Ensure Test Security and Confidentiality

Maintaining the security and confidentiality of the Texas student assessment program is critical to ensuring valid test scores and providing standard and equal testing opportunities for all students. In accordance with TEC §39.0301, TEA has engaged in ongoing efforts to improve the security of the state assessment program, including the introduction in June 2007 of a comprehensive 14-point plan designed to assure parents, students, and the public that test results are meaningful and valid. More information about the recommendations for implementation of the 14-point Test Security Plan can be found on the Student Assessment Test Security webpage.



Test Security Supplement

Security Oaths and Confidentiality Statements

All district and campus personnel who participate in state-mandated testing or handle secure test materials must meet the eligibility requirements detailed in this manual, be trained, and sign a security oath. Any person who has more than one testing role (e.g., a TELPAS rater who also serves as a reading test administrator) must receive appropriate training and sign a security oath for **each** role. Security oaths can be found in Appendix A.

NOTE: Any certified or noncertified personnel who has access to secure test materials or who administers or assists in the administration of state assessments must be trained and sign a security oath. Noncertified personnel must be under the supervision of certified personnel.

Each oath for TELPAS raters, writing collection verifiers, and test administrators must be read and completed **after** training and **before** handling or viewing any secure test materials or confidential information. Oaths must be returned to the campus coordinator and will be kept on file in the district for at least five years.

Refer to the associated section in the *User's Guide for the Texas Assessment Management System* for more information about the online testing confidentiality statement.



Assessment Management System User's Guide

Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities and are viewed by TEA as falling into one of two categories—serious or procedural.

Serious irregularities constitute severe violations of test security and/or confidentiality and can result in the individual(s) responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action (including suspension or termination of educator certification credentials). Examples of serious violations involve, but are not limited to, the following:

- directly or indirectly assisting students with responses by identifying answers to test questions or directing students to rework or change answers
- tampering with student responses
- falsifying TELPAS holistic ratings or writing samples
- Using answer sheets or notes that contain answers to complete TELPAS calibration activities
- viewing secure test content during or after an assessment without permission
- discussing secure test content, student responses, or student performance
- scoring student reading tests, either formally or informally
- duplicating, recording, or capturing electronically secure test content without permission from TEA

Procedural irregularities are less severe, more common, and are typically the result of minor deviations in testing procedures. The following are some examples of procedural irregularities that have been grouped by category.

Eligibility Error

- Eligible students were not rated in one or more domains.
- Eligible students were not administered the grades 2–12 reading test.
- Ineligible students were assessed.

Individualized Education Program (IEP) Implementation Issue

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.

Improper Accounting for Secure Materials

- A rater, test administrator, campus coordinator, or district coordinator lost or misplaced writing collections or other secure materials.

Monitoring Error

- A campus coordinator did not require raters to return confidential materials.
- A test administrator left a room unattended when students or secure materials were present or when secure online tests were open and visible.
- Secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing.
- Students were not prevented from using cell phones or any other electronic device to take pictures or send messages.
- A student was allowed to remove secure materials from the testing area.

Procedural Error

- A test administrator failed to issue the correct materials, or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to rate students, administer tests, or handle secure materials.
- A test administrator failed to use the test administrator manual or failed to read aloud the bolded test administration directions as outlined in the manual.
- A test administrator failed to remove or cover all instructional displays that might aid students by providing direct answers during testing.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.
- A test administrator failed to provide a student with the correct student authorization to access the TELPAS reading test.

Reporting of Testing Irregularities

Each person participating in the Texas student assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district testing coordinator if they witness an irregularity or suspect that one has occurred, and district testing coordinators should in turn notify TEA. The district testing coordinator must contact the TEA Student Assessment Division immediately to report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity **as soon as the district testing coordinator is made aware of the situation**. Testing personnel should contact TEA if they are unsure about whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

Reporting of Disciplinary Actions Taken Against Students for Cheating on State Assessments

If a district determines that a student has been involved in an attempt to cheat on a state assessment, the district is required to invalidate the student's test. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally determined disciplinary actions stemming from the cheating must be submitted to TEA via the LDDA online form developed for that purpose, located on the Student Assessment Test Security webpage.

Submission of a separate online incident report form will be necessary **only if** the district determines that adult testing personnel contributed to, caused, or did not detect the cheating due to inadequate monitoring.

For more information about test security, refer to the *Test Security Supplement*.



*Test Security
Supplement*



*Test Security
Supplement*

General Information About Holistically Rated TELPAS Assessments

The holistically rated components of TELPAS consist of

- writing collections for grades 2–12;
- observational assessments in listening and speaking for grades 2–12; and
- observational assessments in listening, speaking, reading, and writing for K–1.

For these assessments, teachers are trained to use rating rubrics, the proficiency level descriptors (PLDs) from the ELPS, to determine the English language proficiency levels of students based on ongoing classroom observations and written student work.

Overview of the Rating and Reporting Process

In cooperation with district and campus personnel, your campus coordinator will assign students for you to rate. You are responsible for holistically rating the English language proficiency of your assigned students in accordance with the prescribed holistic rating procedures. It is essential for you to complete your rater training requirements and follow the assessment procedures in this manual. After your training, you will

- assess the English language proficiency of students and assign one of four ratings: beginning, intermediate, advanced, or advanced high;
- record the students' ratings and related information on the TELPAS Student Rating Roster in Appendix B; and
- enter the students' ratings and related information in the Assessment Management System, if you are directed to do so by your campus coordinator.

Your students' ratings will be reviewed by the campus principal. You will base your ratings on classroom observations and written student work. If you are a rater of students enrolled in grades 2–12, you will gather writing samples and create student writing collections for the writing assessment. The writing collections will be verified by another trained individual to ensure that they contain the appropriate types and number of writing samples. The TELPAS Writing Collection Cover Sheet and Writing Collection Verification Checklist in Appendix C must be completed and stapled to each student's writing collection. Your campus coordinator will ensure that the writing collections are kept in the students' permanent record files for two years from the time of rating. Campuses also maintain a file of the rating rosters.

Districts are required to implement and document procedures for ensuring the validity and reliability of TELPAS results. In addition, TEA conducts periodic audits of TELPAS administration procedures and ratings.

School districts use TELPAS assessment results to plan for instruction and to meet state and federal assessment requirements.

Rater Credentials

A TELPAS rater is a teacher designated to be the official rater of an ELL's English language proficiency. Each teacher (including a substitute teacher) selected to rate a student must

- have the student in class at the time of the spring assessment window;
- be knowledgeable about the student's ability to use English in instructional and informal settings;
- hold valid Texas education credentials such as a teacher certificate or permit;
- be appropriately trained in the holistic rating process as required by the TELPAS administration materials in accordance with 19 TAC, Chapter 101; and
- rate the student in all eligible language domains.

Raters may include bilingual teachers, ESL teachers, general education teachers, special education teachers, gifted and talented teachers, and teachers of enrichment subjects. Paraprofessionals may not serve as raters.

As a student's rater, you must rate the student in all domains for which the student is eligible. A student is **NOT** permitted to have one rater for some domains and another rater for other domains.

Accommodations—Holistically Rated Assessments

The holistically rated assessments are based on student classwork and observations of students in daily instruction. In assessing ELLs who receive special education services, raters take into account the ability of the students to use English to access the general curriculum at their enrolled grade in accordance with accommodations called for in their IEP. Instructional accommodations do not interfere with the holistically rated assessment process if they do not invalidate the ability to evaluate the student's English language proficiency levels according to the PLDs. For example, using writing collection samples for which a student relied heavily on a dictionary, peer support, or teacher assistance would not be allowable.

Rater Checklist

This checklist will help you keep track of the activities involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a rater. Detailed instructions for completing each step are included in the following section of this manual. This page can be duplicated as needed.

Training

- ☐ Attend training session on administration procedures.
- ☐ Complete holistic rating training requirements.

Prepare for and Complete Assessments

- ☐ Assemble grades 2–12 student writing collections.
- ☐ Prepare to rate your students.
- ☐ Rate your students.
- ☐ Create and manage rating entry groups if so directed.
- ☐ Enter rating information online if so directed.

Return Materials

- ☐ Prepare materials for return.

Training

Attend training session on administration procedures.

All raters, writing collection verifiers, and other individuals assigned to support the holistic rating process are required to be trained annually in TELPAS administration procedures for the holistically rated assessments. Your campus coordinator will schedule and conduct your training session. Read this manual beforehand and bring it to the training session. Make note of any questions you have and ask them at that time. In addition, carefully review your oath of test security and confidentiality located in Appendix A. Your oath must be signed in the appropriate section after training and before handling or viewing any secure test materials or confidential information.

As part of your training, you may be instructed to complete an online training course titled *Assembling and Verifying Grades 2–12 Writing Collections*. This course can be accessed on the Texas TrainingCenter. The course takes approximately one hour to complete. The *TELPAS Rater's User Guide for Online Holistic Rating Training* in Appendix D includes instructions for using the Texas TrainingCenter website.

If you are not a rater or a writing collection verifier but have been assigned to enter holistic ratings into the Assessment Management System or provide supplemental rater training, you are required to attend the training session on TELPAS administration procedures for the holistically rated components.



Texas
TrainingCenter

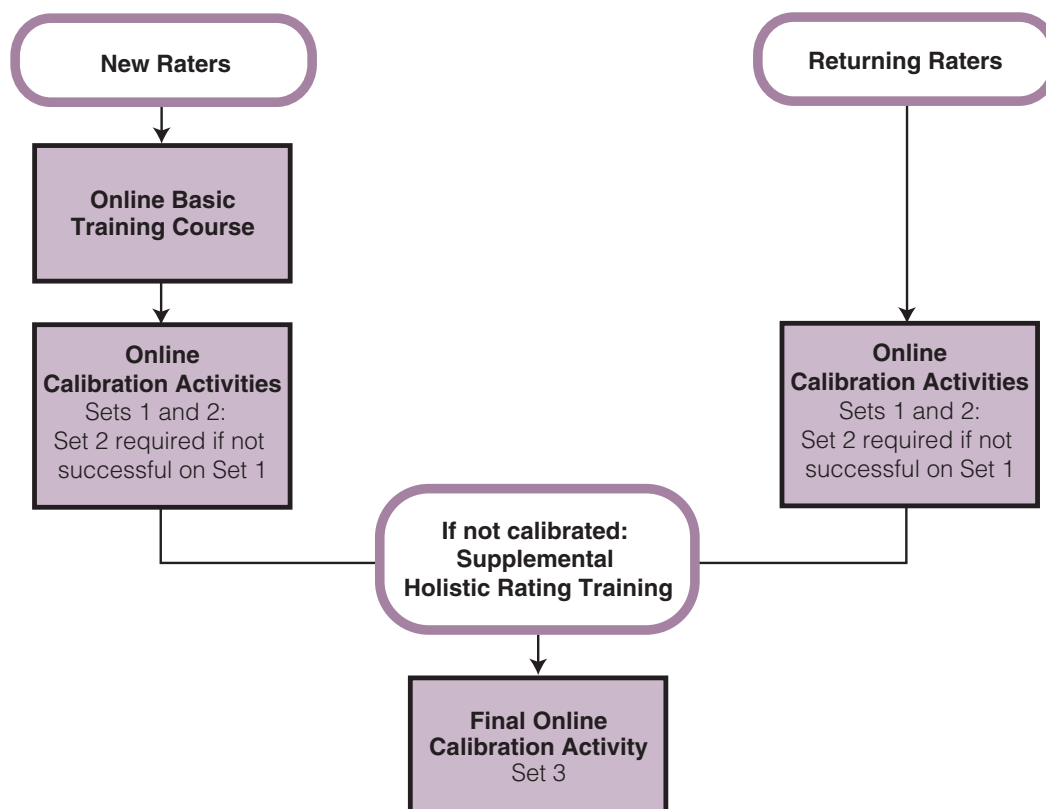
Complete holistic rating training requirements.

Teachers are required to complete annual holistic rating training before assessing students for TELPAS.

Holistic Rating Training Requirements

Holistic rating training prepares teachers to rate English language proficiency consistent with the holistic rating rubrics—the PLDs from the ELPS. Thorough, standardized training of raters is essential to the holistic assessment process.

An online training process is used. The following chart shows the steps of the online holistic rating training process, which begins after raters attend their TELPAS administration procedures training.



Online Training Components

Two training components are used—online basic training courses and online calibration activities. New raters complete an online basic training course followed by online calibration activities. Returning raters complete just online calibration activities.

- **Online Basic Training Course (*Required for New Rat*ers)**

There are two basic training courses, one for raters of K–1 students and one for raters of students in grade 2 or higher (2–12). The K–1 course covers the four language domains of listening, speaking, reading, and writing. The 2–12 course covers listening, speaking, and writing. After learning the basics of the holistic rating process, participants practice rating students as part of the course. New raters must complete this course before beginning online calibration activities. Approximate completion time: 4–5 hours.

- **Online Calibration (*Required for New and Returning Rat*ers)**

The online calibration activities consist of three sets of students to be rated. Each language domain is represented in each set. For K–1, each set includes all four language domains—listening, speaking, reading, and writing. For 2–12, each set includes listening, speaking, and writing. Raters complete only as many sets as it takes to calibrate. Approximate completion time per set: 1 hour.

Returning raters may review the online basic training course before their online calibration activities, if they desire. Testing coordinators may, at their discretion, require returning raters to complete the online basic training course prior to online calibration. Returning raters that have not completed calibration activities within the last three school years are required to complete the online basic training course before calibrating. If you have any questions about your training requirements, be sure to consult with your campus coordinator.

The Texas TrainingCenter contains the online training courses and calibration activities. New users will establish a username and password before accessing the site. Raters who used the TrainingCenter in the past will use the same login information. The rater's user guide in Appendix D includes step-by-step instructions for establishing usernames and passwords, logging in, and navigating the system.

The TELPAS online courses are designed to prepare raters to uniformly assess the English language proficiency of students statewide. Raters must complete the training components by the dates established by their testing coordinator. Raters are not authorized to rate students for TELPAS until they have completed all required training.

The training courses and calibration activities are grade-cluster specific. The K–1 online course and calibration activities are separate from the training components of the upper grades, both conceptually and within the TrainingCenter website. The instructional content for K–1 training differs substantially from that of the other grades due to differences in the ways that the domains of reading and writing are assessed.



Texas
TrainingCenter

Grade Cluster Organization for Online Training



Be sure that you know your assigned grade cluster for training before starting your online training:

- Grades K–1
- Grade 2
- Grades 3–5
- Grades 6–8
- Grades 9–12

If you will rate students from more than one grade cluster, consult your campus coordinator for instructions.

Online Basic Training Course

Complete the online basic training course in a setting that is free from distractions. This course is divided into modules so that it can be completed in more than one sitting if necessary. The rating practice activities in the course are required to be completed independently. Your independent practice during the course will enable you to monitor your ability to assess students consistent with the PLD rating rubrics. Five practice activities are included for each language domain. There is no required number of students to rate correctly because the activities are for practice. If you rate students incorrectly, read the rating annotations (explanations of the correct ratings) and review the PLDs carefully.

Upon completing all modules in the online basic training course, you will be issued a course certificate of completion in the *Training History* screen of the TrainingCenter website. (Refer to the rater's user guide in Appendix D for instructions.) Print a copy of the certificate and turn it in to your campus coordinator. Your certificate will remain in your online training history indefinitely.

Online Calibration

Online calibration must be completed by both new and returning raters. There are three calibration sets, with each language domain represented in each set. Each set contains 10 students to be rated. You must rate at least 70 percent of the students correctly within a set to demonstrate sufficient calibration. You will calibrate across domains, not on separate domains.



Texas
TrainingCenter

Rater calibration is an essential component of holistic scoring processes in standardized assessment programs. The calibration activities will help you be confident about your ability to rate students consistent with the PLDs, and they will provide your campus coordinator with information to determine whether to provide you with supplemental training support prior to your third and final calibration set.

Complete the calibration activities in a setting that is free from distractions, and be sure to refer to the PLDs as you rate each student. You may refer to other holistic rating training materials as well, if desired. You may wish to review some of the practice activities from the online basic training course or rate the students at the end of the language domain chapters in the *Educator Guide to TELPAS* before you begin a calibration set.

Do not worry if you do not calibrate on your first set of 10 students. Your alertness and freedom from distractions may make a difference in how quickly you are able to calibrate. In addition, individuals vary in the amount of practice they need to learn to evaluate second language acquisition characteristics in a holistic manner.

The first two calibration sets are available on the *Calibration Home* page of the TrainingCenter beginning February 16. The third set will become available beginning February 25.

After you have completed calibration activities, you must destroy all notes you may have taken about specific student profiles.



*Educator Guide to
TELPAS*



Texas
TrainingCenter

It is a violation of state assessment procedures to record, discuss, or share answers to the rating practice and calibration activities. TELPAS testing violations must be reported as indicated in the “Test Security and Confidentiality Requirements” section at the front of this manual.

Prior to accessing the online courses and calibration activities, raters are required to read an online statement and affirm that they will complete the rating activities independently. While collaboration is encouraged during the live administration to help ensure that ratings in all domains reflect the ability of students to understand and use English in different content areas, it is imperative that rater calibration is done individually to ensure that raters are able to apply the PLDs accurately and consistently.

Supplemental Holistic Rating Training

Individuals who do not calibrate on their assigned grade cluster by the end of the second calibration set will be provided supplemental training support before attempting the third and final set of calibration activities. If you do not calibrate by the end of the second set, contact your campus coordinator.

Raters will be given an access code to proceed with the third calibration set upon completion of their supplemental training.

Individuals are not authorized by TEA to serve as TELPAS raters unless they complete the state-required training and calibration activities. Raters who complete all requirements but do not successfully calibrate by the end of set 3 may be authorized to serve as raters at the discretion of the district. However, districts are required to provide rating support for these teachers so that their assigned students are assessed consistent with the PLDs.

If you have questions about your training requirements, contact your campus coordinator.

Calibration—Key Points

- You will have three opportunities to calibrate on your assigned grade cluster.
- You may complete a variety of rating activities as a warm-up exercise (refer to page 13).
- You will be required to affirm online that you agree to keep the contents of the online calibration sets secure and confidential.
- After selecting a calibration activity for your assigned grade cluster, you will be able to work at your own pace, move back and forth among students, and change your ratings at any time before you submit them. You will be able to save your work and return later to finish a calibration set.
- As a security feature, students in the calibration sets are presented in random fashion. The order of the language domains is fixed, as follows: listening, speaking, reading (K–1 only), and writing.
- After submitting your ratings, you will be able to view your score, the students you rated, and the rating annotations for each student. Destroy any notes you may have taken about specific student profiles.
- If you do not calibrate on the first set, you may log off and complete the second set later. Alternatively, you may stay online and complete the second set right away. Your campus coordinator will let you know whether the district will offer training support to raters between the first and second set.
- If you calibrate on your first or second set, your training is complete. If you do not calibrate by the end of the second set, you will be provided with supplemental training support before attempting the third and final set.
- After you have calibrated, go to the *Training History* screen of the TrainingCenter website to access a certificate of successful completion of the calibration portion of your training. Print a copy and turn it in to your campus coordinator. A copy of your certificate will be retained indefinitely in your online training history.

Refer to the rater user's guide in Appendix D for specific information about accessing the calibration activities on the TrainingCenter website and navigating from student to student within the calibration sets.



Texas
TrainingCenter

Prepare for and Complete Assessments

Assemble and verify grades 2–12 student writing collections.

Raters of students enrolled in grades 2–12 assemble student writing collections and base their ratings on the writing in the collections. Additional classroom observations are not used. It is important for the writing in collections to portray the overall English language proficiency of the students. Writing collections must be assembled in accordance with the following instructions.

While the **rating** of writing for K–1 students is required, districts are not required to assemble writing collections for these grade levels.



Texas
TrainingCenter

An online training course on writing collection assembly and verification is available on the Texas TrainingCenter website. This course may be used to supplement the training districts provide on assembling and verifying writing collections.

Assembling Grades 2–12 Writing Collections

As the rater, you are responsible for assembling writing collections that accurately depict the ability of the students to communicate in writing in English. It is important for the collections to include writing from a variety of core academic content areas. Keep the following in mind as you collect student writing samples:

- Each writing collection must contain at least five writing samples and must include at least one narrative writing sample about a past event and at least two academic writing samples from mathematics, science, or social studies.
- Writing assigned on or after February 16, 2015, may be considered for the writing collections. Writing assigned before February 16, 2015, is not eligible for inclusion.
- Writing samples may continue to be gathered until the time raters are required to turn in students' ratings to the campus coordinator.
- All writing should reflect a student's current proficiency level. For a student near the border between two levels, the rater should consider using writing assigned toward the latter part of the collection window. The more recent the writing samples are, the more accurately the collection will reflect the student's proficiency level at the time of the ratings.

- All writing assignments must include the student's name and date.
- The cover sheet and verification checklist located in Appendix C must be completed and stapled to each student's writing collection.
- Photocopies of classroom writing assignments may be included in the writing collections as long as all copied pages are clear and legible.
- Writing samples may be typed provided that spell check and grammar check are disabled.
- District coordinators are required to submit a testing irregularity incident report to TEA if student writing ratings submitted to TEA are based on incorrectly assembled writing collections.

Information regarding the types of writing samples to include in the collections is provided on the following pages. Note that neither the types of writing nor the examples shown are intended to be exhaustive. **Select writing samples taken from authentic classroom activities that are grounded in content area TEKS and ELPS.**

In assembling a collection, choose writing samples that reflect the student's proficiency level, and avoid samples that interfere with the ability to rate the student effectively. Some of the examples provided are too linguistically complex for students at lower proficiency levels to address. Other examples may be appropriate for students at lower levels of proficiency but may not be challenging enough for students at higher proficiency levels. For example, an early intermediate writer whose collection contains mainly abstract or academically complex writing assignments may appear to be at a beginning level because the student is not given enough opportunity to demonstrate the ability to write in simple sentences using high-frequency, everyday English. On the other hand, an advanced high writer whose collection contains too many assignments that elicit undetailed responses or social language may appear to be at a lower proficiency level because the assignments do not call for the ability to use academically complex, abstract English to give precise and detailed explanations.

The following examples are not suitable for all grade levels or proficiency levels. Base the writing assignments on the content area TEKS and linguistically accommodated instruction required by the ELPS.

Type 1: Basic descriptive writing on a personal/familiar topic

Examples:

- Writing about yourself, your family, your best friend, your school, etc.
- Describing what you see in this picture, photo, piece of art, etc.
- Comparing yourself to a friend or relative by describing how you are alike and how you are different
- Comparing two friends, two pictures, two photos, two places you've lived or houses you've lived in, etc.

Encourage students to include biographical information, physical traits, and personality traits. The writing collection should include a copy of any pictures used.

Type 2: Writing about a familiar process

Examples:

- A daily routine (getting ready for school, what you do after school or on weekends)
- How to prepare a familiar food or recipe (sandwich, taco, fruit drink, scrambled eggs)
- How to play a familiar game or sport

Type 3: Narrative writing about a past event

Examples:

- Stories based on something shown in a picture or pictures
- Narratives about something that happened or that you did that was disappointing, unforgettable, surprising, interesting, unexpected, funny, unfair, etc.
- Original stories composed in creative writing activities
- Narratives about what you did this morning, yesterday, last weekend

Students should be encouraged to write in as much detail as they can. The more vivid and detailed their narratives are, the more useful they will be in evaluating their vocabulary development, ability to narrate and describe using the past tense, and grasp of basic versus complex language structures. **Remember that narrative writing about a past event is required in each collection.**

Type 4: Personal narratives and reflective pieces

Examples:

- A time when you learned a lesson, resolved a problem with another person, etc.
- What true friendship is, the importance of believing in yourself, setting goals, etc.
- What you like, don't like, or would like to see changed about certain school rules or policies
- A person you admire, a person who has influenced your life, etc.
- How first impressions of people can change
- What it was like to move to the United States, learn a new language, etc.
- What you thought about the United States or Texas before you moved here compared to what you think now

Type 5: Expository and other extended writing on a topic from language arts

Many of the types of writing discussed previously are assigned during language arts classes. Extended writing tasks from this content area, such as those that follow, are also appropriate.

Examples:

- Writing reflective pieces linked to stories, literature, poems, and drama read in class (for example, comparing events in a text with personal experiences; relating a character's conflict in a text to a personal experience, experience of a friend, or experience of a relative; etc.)
- Describing and analyzing a change that a character undergoes
- Comparing story variants, a movie and novel based on the same story, etc.
- Writing persuasively to influence an audience to take action on an issue
- Writing responses to literary or expository texts and providing text evidence to demonstrate understanding

Type 6: Expository or procedural writing from science, mathematics, or social studies

This type of writing should give students the opportunity to write connected paragraphs using the academic/abstract vocabulary and language structures needed for developing academic language proficiency in these subject areas. Academic writing tasks for less proficient students should be appropriately adapted for their level. **Remember that two samples of this type of writing are required in each collection.**

Examples from science:

- Explaining a scientific process you have learned about
- Explaining the steps in an experiment or scientific investigation you have done
- Writing about something you are learning in your science class
- Writing about why lab rules are important
- Writing about how to use a certain device or piece of science equipment

Examples from mathematics:

- Writing about a way you have used mathematics outside of school
- Explaining the steps you use in a mathematical process
- Writing about something you are learning in your mathematics class
- Writing to reflect the thinking you do to solve a problem

Examples from social studies:

- Writing about a historical figure, the person's contributions or significance, etc.
- Writing an expository piece about an important historical or current event
- Writing about something you are learning in your social studies class
- Defending a point of view about a governmental policy or controversial issue
- Writing a persuasive piece to influence a change in policy or law

Tips for Good Writing Collections

- In all writing assignments, encourage students to take their time and write in as much detail as they can.
- In each collection, include some writing tasks that allow students to show what they **can** do. These tasks should allow them to showcase the English they know and the language they have internalized while writing on topics that are comfortable and familiar.
- Also include some writing tasks that stretch and push students' limits so that you can see the full extent of their language abilities and any elements of second language acquisition they still need to develop. This will be especially important when you are trying to judge whether an advanced student has perhaps reached the advanced high level. Make a special effort to assign these students extended writing tasks that require them to, for example, use abstract language, analyze, hypothesize, defend a point of view, explain a complex process in detail, use precise and descriptive language, etc.

What Not to Include in a Collection

DO NOT include the following types of papers in the writing collections:

- papers containing language directly copied from a textbook, lesson, or other written source
 - Students need to write using their own words.
- papers in which the student relies heavily on a dictionary or thesaurus
- papers that show a teacher's corrections
- papers that have been polished through editing by peers, parents, or teachers
 - Students may revise their writing as long as the revisions are their own. It is natural for students to seek occasional assistance and guidance when writing. If you believe a student received too much assistance on a piece of writing, do not include it in the collection.
- papers in which the student writes primarily in his or her native language
 - Even students at the beginning level should have five writing samples that show their ability to write in English. Samples written primarily in the native language should not be included.
- worksheets or question-answer writing assignments
- papers that are brief, incomplete, or obviously reflect writing that was rushed
 - **Rushed** pieces will not accurately portray the student's English language proficiency level. Students should be given plenty of time to complete the writing assignments.
 - **Brief** writing samples should not be included in the collections of students who are capable of extended writing. (It is to be expected that the limited English of beginning and early intermediate students will cause some writing to be brief.)

Verifying the Writing Collection Components

In conjunction with the district coordinator and principal, the campus coordinator will designate one or more persons to verify the contents of the writing collections on the campus. Note that TELPAS raters and paraprofessionals are **NOT** permitted to perform this function. Note also that training in verifying tasks and TELPAS administration procedures for the holistically rated components is required for TELPAS writing collection verifiers.

The writing collection verifier must complete the verification checklist in Appendix C to ensure that

- each collection contains at least five total writing samples;
- each writing collection includes at least one narrative about a past event and at least two academic writing samples from science, social studies, or mathematics;
- all writing assignments include the student's name and date;
- no writing samples come from before February 16, 2015;
- no papers showing teacher corrections are included;
- no worksheets or question-answer assignments are included; and
- each collection includes samples written primarily in English.

Collections that do not meet the requirements will be returned to the rater. Once the collection meets the above requirements, the verifier will initial and sign the verification checklist on the reverse side of the writing collection cover sheet. This affirms that the writing collection has been assembled correctly, as described above.

In cooperation with the district coordinator, campus coordinators will establish a process and timeline for the review of the collections. It is recommended that the verification of the writing collections occurs before ratings are assigned.

Note that the **rater** is responsible for assembling the writing collections according to all criteria in this manual. The rater, not the verifier, is solely responsible for ensuring that the following types of papers are **NOT** included in the collections:

- papers containing language directly copied from a textbook, lesson, or other written source
- papers in which the student relies heavily on a dictionary or thesaurus
- papers that have been polished through editing by peers, parents, or teachers
- papers that are brief, incomplete, or obviously reflect writing that was rushed

Prepare to rate your students.

Prior to rating your students, review the following information about the holistic rating process. This information, which comes from the basic online training course, reinforces key points to keep in mind as you prepare to holistically rate the English language proficiency of your students for the statewide TELPAS administration.

Language Domain Definitions

For assessment purposes the second language acquisition domains of listening, speaking, reading, and writing are defined as follows:

Listening	The ability to understand spoken language, comprehend and extract information, and follow social and instructional discourse through which information is provided
Speaking	The ability to use spoken language appropriately and effectively in learning activities and social interactions
Reading	The ability to comprehend and interpret written text at the grade-appropriate level
Writing	The ability to produce written text with content and format to fulfill grade-appropriate classroom assignments

These definitions are specific to second language acquisition processes and differ in some ways from definitions geared toward academic achievement and first language development.

Proficiency Level Descriptors and Global Definitions

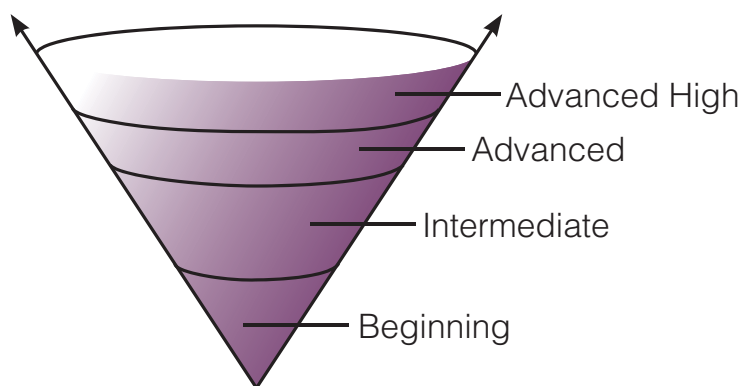
The PLDs contained in the ELPS present the major attributes of each language proficiency level in each language domain. TELPAS is designed to capture an overall level of English language proficiency; it is not an assessment of isolated skills. For each domain assessed, it is important to read the PLDs as proficiency level profiles and determine the level at which the student performs most consistently.

Review the global definitions of the proficiency levels, which apply across language domains. Keeping in mind the common threads that apply across language domains will help you stay focused on what TELPAS is designed to measure—the increasing ability of ELLs to understand and use English in grade-level academic contexts. As ELLs proceed from one proficiency level to the next, they internalize more English vocabulary and are able to understand and use more complex English grammatical structures. This growth enables them to gradually understand more of the English they hear and read in school, and to use English more fluently and independently, with a diminishing need for special language support.

Global Definitions of the Proficiency Levels	Key Features
Beginning Beginning students have little or no ability to understand and use English. They may know a little English but not enough to function meaningfully in social or academic settings.	Beginning Little or no English ability
Intermediate Intermediate students do have some ability to understand and use English. They can function in social and academic settings as long as the tasks require them to understand and use simple language structures and high-frequency vocabulary in routine contexts.	Intermediate Limited ability, simple language structures, high-frequency vocabulary, routine contexts
Advanced Advanced students are able to engage in grade-appropriate academic instruction in English, although ongoing second language acquisition support is needed to help them understand and use grade-appropriate language. These students function beyond the level of simple, routinely used English.	Advanced Ability to engage in grade-appropriate academic instruction with second language acquisition support
Advanced High Advanced high students have attained the command of English that enables them, with minimal second language acquisition support, to engage in regular, all-English academic instruction at their grade level.	Advanced High Ability to engage in grade-appropriate academic instruction with minimal second language acquisition support

Progress Through the Proficiency Levels

Remember the cumulative, spiraling, building nature of second language learning. The language skills associated with a given stage of proficiency are prerequisite to the broader range of skills at the next stage. Proficiency in a new language continues to develop beyond the advanced high level, which is not intended to equal the English language proficiency of an individual whose first language is English. Over time, advanced high ELLs understand finer nuances of English meaning; use more natural phrasing; and learn low-frequency words, idioms, sayings, etc., that are typically familiar to individuals whose first language is English.



Students may learn English more quickly in some language domains than others as a result of instructional variables as well as individual student characteristics. The rate of progress through the proficiency levels within a domain can vary, too. For example, some students spend very little time at the beginning level but without appropriate instruction may “plateau” at the intermediate or advanced level. Such plateaus are particularly detrimental to ELLs who are taught academic content in English. Carefully targeted support is needed for such students in order to accelerate their learning of English and facilitate their learning of academic concepts.

Keep in mind that each proficiency level encompasses a range of growth and has an early, middle, and late stage. Do not expect all students who are at the same proficiency level to communicate the same way or to progress at the same rate on all descriptors within a level. Students in the late stages of a level often demonstrate some language abilities that “peak” into the next level. Students in the early stages of a new level may demonstrate language abilities that occasionally “spike” down to the previous level. Students progress to a new level when they perform **most consistently** at that level.

Assessing students who are near the cusp between two proficiency levels requires close attention to the level at which they perform most consistently. It is recommended that you rate such students in collaboration with others and that you assign their ratings toward the end of the assessment window so that you can determine whether they have, in fact, entered the higher proficiency level.

Social and Academic Language Proficiency

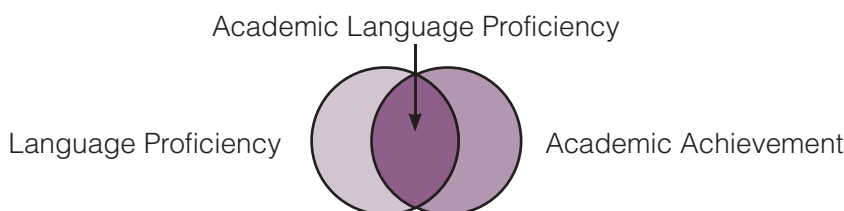
Be aware of the role of both social and academic language proficiency when assessing students for TELPAS. To meet grade-level language demands, ELLs must be able to understand and use everyday social English as well as the English needed for accessing and negotiating learning, processing cognitively demanding information, and building conceptual understanding.

Academic Language Proficiency Versus Academic Achievement

Remember that high academic achievement is not mentioned in the definition of the advanced high level of English language proficiency. Advanced high ELLs exhibit a range of academic achievement just as native English speakers do. This is true even in the academic areas of reading and writing within the English language arts curriculum. High academic achievement is not a prerequisite of the attainment of academic English language proficiency.

Conversely, though, academic language proficiency is an essential enabling and sustaining component of academic achievement because knowing the type of English that is used in academic settings makes the learning of academic concepts and skills accessible.

Review the graphic below, which helps depict the relationship between **language proficiency** as a whole, **academic achievement** as a whole, and the overlapping section—**academic language proficiency**.



Social Language Proficiency	Academic Language Proficiency	Academic Achievement
<ul style="list-style-type: none"> • Language of social interaction • Language acquisition often outside of school • Tied to everyday life • Grounded in language proficiency standards 	<ul style="list-style-type: none"> • Language of content-based instruction • Language acquisition mainly within school • Tied to school life • Grounded in language proficiency standards 	<ul style="list-style-type: none"> • Concepts of content-based instruction • Conceptual development • Tied to curriculum in specific content areas • Grounded in academic content standards

High academic achievement is the goal of all schooling and is demonstrated through content area assessments. Advanced high English language proficiency **supports** the ability of ELLs to achieve academically but is not sufficient to guarantee it. An ELL with an advanced high level of English language proficiency who is not achieving academically needs interventions related to the subject matter taught, not second language acquisition.

Observing Students in Each Language Domain

As you observe your ELLs over time during formal and informal academic tasks and interactions, evaluate their command of the English language and the types of linguistic accommodations and adaptations they need to interact in class and have full linguistic access to grade-level instruction. In the case of ELLs receiving special education services, keep in mind their ability to use English to access the general curriculum at their enrolled grade in accordance with their IEP.

Listening

There are many settings in which to gather information about an individual student's English language listening proficiency level. Reflect on how well the student understands the English he or she hears during authentic, performance-based activities such as:

- reacting to oral presentations
- responding to text read aloud
- following directions
- cooperative group work

- informal interactions with peers
- large-group and small-group instructional interactions
- one-on-one interviews
- individual student conferences

Speaking

There are many settings in which to gather information about an individual student's English language speaking proficiency level. Reflect on how well the student speaks English during authentic, performance-based activities such as:

- cooperative group work
- oral presentations
- informal interactions with peers
- large-group and small-group instructional interactions
- one-on-one interviews
- classroom discussions
- articulation of problem-solving strategies
- individual student conferences

Reading (K–1 Only)

The reading rating is based on observations of the student's reading during language and literacy instruction and in other academic settings. The rater should also consider informal and spontaneous reading that occurs naturally, such as when a student reads bulletin boards, labels, and other environmental print around the classroom and school.

Reflect on how well each student understands the English used during authentic, performance-based activities such as:

- paired reading
- sing-alongs and read-alongs, including chants and poems
- shared reading with big books, charts, overhead transparencies, and other displays
- guided reading with leveled readers
- reading subject-area texts and related materials
- independent reading
- cooperative group work
- reading response journals

Writing (K–1)

For kindergarten and grade 1, the writing rating is based on observations of the student's writing during language and literacy instruction and in other academic settings. Reflect on how well each student writes in English during authentic, performance-based activities such as:

- journal writing for personal reflections
- shared writing for literacy and content area development
- language experience dictation
- organization of thoughts and ideas through prewriting strategies
- publishing and presenting
- making lists for specific purposes
- labeling pictures, objects, and items from projects
- cooperative group work
- first drafts

Writing (Grades 2–12)

For grades 2–12, the writing rating is based on the student's writing collection, which should be representative of the writing the student does during authentic, performance-based language and literacy instruction and in a variety of academic content areas. Below are several eligible types of writing. Detailed information about assembling writing collections is found on pages 18–22.

- descriptive writing on a familiar topic
- writing about a familiar process
- narrative writing about a past event
- personal narratives and reflective pieces
- expository and other extended writing from language arts classes
- expository or procedural writing from science, mathematics, and social studies classes

Collaboration with Others

As you prepare to determine the proficiency ratings of your students, keep in mind the value of collaboration with other teachers and school personnel. Collaboration will help you ensure rating accuracy and is particularly important when a student has different content-area teachers or is near the border between two proficiency levels.

Your district is required to implement processes to ensure the validity and reliability of TELPAS ratings. Some of these processes may require you to collaborate with other raters, content-area teachers, or a supplemental support provider. Your campus coordinator will have additional information about these types of procedures.

While collaboration with others is important, remember that you are the official rater and are ultimately responsible for the ratings you assign.

Final Preparations

In the weeks prior to assigning your ELLs' English language proficiency ratings, ask yourself the following questions and make any needed adjustments.

- Have you observed the students in enough contexts that require them to use everyday English, routine academic English, and cognitively demanding content-bound English?
- Have you placed them in situations in which they need to show the ability to express themselves in English in extended ways, not just through brief answers or short written responses?
- Have you seen your ELLs in enough situations in which they express themselves in their comfort zone as well as when they are pushed to show areas of second language acquisition they still need to develop?

Rate your students.

When you rate your students, you will need

- this manual, which includes the PLDs;
- the TELPAS Student Rating Roster in Appendix B; and
- the student writing collections and writing collection cover sheets in Appendix C (for students in grades 2–12).

Follow the rating procedures outlined in the box on the next page. You will indicate your ratings and rater information on the TELPAS Student Rating Roster. Make sure that the information you record on the roster is accurate and complete. Later either you, the campus coordinator, or other designated testing personnel will enter the ratings and rater information in the Assessment Management System. The TELPAS Student Rating Roster will be retained on the campus as an official assessment record.

Keep student writing collections and student rating rosters, which contain confidential student information, in locked storage (for example, a locked filing cabinet or a locked closet) when not in use.

Procedures for Rating Students

- Use the PLDs on the following pages and other TELPAS holistic rating training materials to rate your students. Review the holistic rating process before beginning.
- Always refer to the PLDs when rating students. Do not assume you have the PLDs memorized. Do not factor in other student abilities or characteristics when rating students.
- You may photocopy the PLDs for ease of use. If you wish, you may make multiple photocopies, put the students' names on them, and use them to make individual notes about the students you are rating. You or your school may keep these working copies for future reference.
- Start with the students whose English language proficiency levels are clearest to you.
- Your ratings should be based on observations of the student in a variety of social and academic settings over time. The writing ratings of students in grades 2–12 should be based on their writing collections.
- For each domain, evaluate the current level of English language proficiency exhibited by the student.
- The proficiency rating you designate should represent the level at which the student performs most consistently. This will help you designate the appropriate level if the student is near the border between two proficiency levels.
- Collaborate with other teachers and school personnel whenever it will help you better determine a student's English language proficiency rating.
- Complete all ratings for one student before proceeding to the next student, and rate the student in the order that the domains are listed on the TELPAS Student Rating Roster.
- Compare each student to the PLDs and do not let the proficiency levels of other ELLs you teach influence your ratings.
- Except for grades 2–12 writing, you should be able to determine a student's rating by simply reflecting on the PLDs and the student's current ability to understand and use English in social and academic settings. In most cases, it will not be necessary to conduct specially designed language observation tasks.
- Remember that academic language proficiency is not the same as academic achievement. An ELL who has academic language proficiency can, with minimal second language acquisition support, understand and use the English students need for effective participation in regular, all-English instructional settings. A student does not have to be a high academic achiever in order to have an advanced high level of English language proficiency.

ELPS-TELPAS Proficiency Level Descriptors Grades K–12 Listening

Beginning	Intermediate	Advanced	Advanced High
<p>Beginning English language learners (ELLs) have little or no ability to understand spoken English used in academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> struggle to understand simple conversations and simple discussions even when the topics are familiar and the speaker uses linguistic supports (e.g., visuals, slower speech and other verbal cues, gestures) struggle to identify and distinguish individual words and phrases during social and instructional interactions that have not been intentionally modified for ELLs may not seek clarification in English when failing to comprehend the English they hear; frequently remain silent, watching others for cues 	<p>Intermediate ELLs have the ability to understand simple, high-frequency spoken English used in routine academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> usually understand simple or routine directions, as well as short, simple conversations and short, simple discussions on familiar topics; when topics are unfamiliar, require extensive linguistic supports and adaptations (e.g., visuals, slower speech and other verbal cues, simplified language, gestures, preteaching to preview or build topic-related vocabulary) often identify and distinguish key words and phrases necessary to understand the general meaning (gist) during social and basic instructional interactions that have not been intentionally modified for ELLs have the ability to seek clarification in English when failing to comprehend the English they hear by requiring/requesting the speaker to repeat, slow down, or rephrase speech 	<p>Advanced ELLs have the ability to understand longer, more elaborated directions, conversations, and discussions on familiar and some unfamiliar topics, but sometimes need processing time and sometimes depend on visuals, verbal cues, and gestures to support understanding</p> <p>These students:</p> <ul style="list-style-type: none"> usually understand longer, more elaborated directions, conversations, and discussions on familiar and some unfamiliar topics, but sometimes need processing time and sometimes depend on visuals, verbal cues, and gestures to support understanding understand most main points, most important details, and some implicit information during social and basic instructional interactions that have not been intentionally modified for ELLs occasionally require/request the speaker to repeat, slow down, or rephrase to clarify the meaning of the English they hear 	<p>Advanced high ELLs have the ability to understand, with minimal second language acquisition support, grade-appropriate spoken English used in academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> understand longer, elaborated directions, conversations, and discussions on familiar and unfamiliar topics with only occasional need for processing time and with little dependence on visuals, verbal cues, and gestures; some exceptions when complex academic or highly specialized language is used understand main points, important details, and implicit information at a level nearly comparable to native English-speaking peers during social and instructional interactions rarely require/request the speaker to repeat, slow down, or rephrase to clarify the meaning of the English they hear

ELPS-TELPAS Proficiency Level Descriptors Grades K–12 Speaking

Beginning	Intermediate	Advanced	Advanced High
<p>Beginning English language learners (ELLs) have little or no ability to speak English in academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> mainly speak using single words and short phrases consisting of recently practiced, memorized, or highly familiar material to get immediate needs met; may be hesitant to speak and often give up in their attempts to communicate speak using a very limited bank of high-frequency, high-need, concrete vocabulary, including key words and expressions needed for basic communication in academic and social contexts lack the knowledge of English grammar necessary to connect ideas and speak in sentences; can sometimes produce sentences using recently practiced, memorized, or highly familiar material exhibit second language acquisition errors that may hinder overall communication, particularly when trying to convey information beyond memorized, practiced, or highly familiar material typically use pronunciation that significantly inhibits communication 	<p>Intermediate ELLs have the ability to speak in a simple manner using English commonly heard in routine academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> are able to express simple, original messages, speak using sentences, and participate in short conversations and classroom interactions; may hesitate frequently and for long periods to think about how to communicate desired meaning speak simply using basic vocabulary needed in everyday social interactions and routine academic contexts; rarely have vocabulary to speak in detail exhibit an emerging awareness of English grammar and speak using mostly simple sentence structures and simple tenses; are most comfortable speaking in present tense exhibit second language acquisition errors that may hinder overall communication when trying to use complex or less familiar English use pronunciation that can usually be understood by people accustomed to interacting with ELLs 	<p>Advanced ELLs have the ability to speak using grade-appropriate English, with second language acquisition support, in academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> are able to participate comfortably in most conversations and academic discussions on familiar topics, with some pauses to restate, repeat, or search for words and phrases to clarify meaning discuss familiar academic topics using content-based terms and common abstract vocabulary; can usually speak in some detail on familiar topics have a grasp of basic grammar features, including a basic ability to narrate and describe in present, past, and future tenses; have an emerging ability to use complex sentences and complex grammar features make errors that interfere somewhat with communication when using complex grammar structures, long sentences, and less familiar words and expressions may mispronounce words, but use pronunciation that can usually be understood by people not accustomed to interacting with ELLs 	<p>Advanced high ELLs have the ability to speak using grade-appropriate English, with minimal second language acquisition support, in academic and social settings.</p> <p>These students:</p> <ul style="list-style-type: none"> are able to participate in extended discussions on a variety of social and grade-appropriate academic topics with only occasional disruptions, hesitations, or pauses communicate effectively using abstract and content-based vocabulary during classroom instructional tasks, with some exceptions when low-frequency or academically demanding vocabulary is needed; use many of the same idioms and colloquialisms as their native English-speaking peers can use English grammar structures and complex sentences to narrate and describe at a level nearly comparable to native English-speaking peers make few second language acquisition errors that interfere with overall communication may mispronounce words, but rarely use pronunciation that interferes with overall communication

ELPS-TELPAS Proficiency Level Descriptors Grades K–1 Reading

Beginning	Intermediate	Advanced	Advanced High
<p>Beginning English language learners (ELLs) have little or no ability to use the English language to build foundational reading skills.</p> <p>These students:</p> <ul style="list-style-type: none"> • derive little or no meaning from grade-appropriate stories read aloud in English, unless the stories are <ul style="list-style-type: none"> – read in short “chunks” – controlled to include the little English they know such as concrete, and recently practiced – accompanied by ample visual supports such as illustrations, gestures, pantomime, and objects and by linguistic supports such as careful enunciation and slower speech • begin to recognize and understand environmental print in English (e.g., signs, labeled items, names of peers, logos) • have difficulty decoding most grade-appropriate English text because they * <ul style="list-style-type: none"> – understand the meaning of very few words in English – struggle significantly with sounds in spoken English words and with sound-symbol relationships due to differences between their primary language and English 	<p>Intermediate ELLs have a limited ability to use the English language to build foundational reading skills.</p> <p>These students:</p> <ul style="list-style-type: none"> • demonstrate limited comprehension (key words and general meaning) of grade-appropriate stories read aloud in English, unless the stories include <ul style="list-style-type: none"> – predictable story lines – highly familiar topics – primarily high-frequency, concrete vocabulary – short, simple sentences – visual and linguistic supports • regularly recognize and understand common environmental print in English (e.g., signs, labeled items, names of peers, logos) • have difficulty decoding grade-appropriate English text because they * <ul style="list-style-type: none"> – understand the meaning of only those English words they hear frequently – struggle with some sounds in English words and some sound-symbol relationships due to differences between their primary language and English 	<p>Advanced ELLs have the ability to use the English language, with minimal second language acquisition support, to build foundational reading skills.</p> <p>These students:</p> <ul style="list-style-type: none"> • demonstrate comprehension of most main points and most supporting ideas in grade-appropriate stories read aloud in English, although they may still depend on visual and linguistic supports to gain or confirm meaning • recognize some basic English vocabulary and high-frequency words in isolated print • with second language acquisition support, are able to decode most grade-appropriate English text because they * <ul style="list-style-type: none"> – understand the meaning of most grade-appropriate English words – have little difficulty with English sounds and sound-symbol relationships that result from differences between their primary language and English 	<p>Advanced high ELLs have the ability to use the English language, with minimal second language acquisition support, to build foundational reading skills.</p> <p>These students:</p> <ul style="list-style-type: none"> • demonstrate, with minimal second language acquisition support and at a level nearly comparable to native English-speaking peers, comprehension of main points and supporting ideas (explicit and implicit) in grade-appropriate stories read aloud in English • with some exceptions, recognize sight vocabulary and high-frequency words to a degree nearly comparable to that of native English-speaking peers • with minimal second language acquisition support, have an ability to decode and understand grade-appropriate English text at a level nearly comparable to native English-speaking peers *

* The last descriptor applies only to students who are at the developmental stage of decoding written text (i.e., they have “cracked the code” necessary for learning to read).

ELPS-TELPAS Proficiency Level Descriptors Grades K–1 Writing

Beginning	Intermediate	Advanced	Advanced High
<p>Beginning English language learners (ELLs) have little or no ability to use the English language to build foundational writing skills.</p> <p>These students:</p> <ul style="list-style-type: none"> are unable to use English to explain self-generated writing (e.g., stories they have created or other personal expressions), including emergent forms of writing (pictures, letter-like forms, mock words, scribbling, etc.) know too little English to participate meaningfully in grade-appropriate shared writing activities using the English language cannot express themselves meaningfully in self-generated, connected written text in English beyond the level of high-frequency, concrete words, phrases, or short sentences that have been recently practiced/memorized * may demonstrate little or no awareness of English print conventions 	<p>Intermediate ELLs have a limited ability to use the English language to build foundational writing skills.</p> <p>These students:</p> <ul style="list-style-type: none"> know enough English to explain briefly and simply self-generated writing, including emergent forms of writing, as long as the topic is highly familiar and concrete and requires very high-frequency English can participate meaningfully in grade-appropriate shared writing activities using the English language only when the writing topic is highly familiar and concrete and requires very high-frequency English express themselves meaningfully in self-generated, connected written text in English when their writing is limited to short sentences featuring simple, concrete English used frequently in class * frequently exhibit features of their primary language when writing in English (e.g., primary language words, spelling patterns, word order, literal translating) * 	<p>Advanced ELLs have the ability to use the English language to build, with minimal second language acquisition support, foundational writing skills.</p> <p>These students:</p> <ul style="list-style-type: none"> use predominantly grade-appropriate English to explain, in some detail, most self-generated writing, including emergent forms of writing can participate meaningfully, with second language acquisition support, in most grade-appropriate shared writing activities using the English language although second language acquisition support is needed, have an emerging ability to express themselves in self-generated, connected written text in English in a grade-appropriate manner * occasionally exhibit second language acquisition errors when writing in English * 	<p>Advanced high ELLs have the ability to use the English language to build, with minimal second language acquisition support, foundational writing skills.</p> <p>These students:</p> <ul style="list-style-type: none"> use English at a level of complexity and detail nearly comparable to that of native English-speaking peers when explaining self-generated writing, including emergent forms of writing can participate meaningfully in most grade-appropriate shared writing activities using the English language although minimal second language acquisition support may be needed, express themselves in self-generated, connected written text in English in a manner nearly comparable to their native English-speaking peers *

* These descriptors apply only to students who are at the developmental stage of generating original written text using a standard writing system.

ELPS-TLPAS Proficiency Level Descriptors
Grades 2–12 Writing

Beginning	Intermediate	Advanced	Advanced High
<p>Beginning English language learners (ELLs) lack the English vocabulary and grasp of English language structures necessary to address grade-appropriate writing tasks meaningfully.</p> <p>These students:</p> <ul style="list-style-type: none"> have little or no ability to use the English language to express ideas in writing and engage meaningfully in grade-appropriate writing assignments in content area instruction lack the English necessary to develop or demonstrate elements of grade-appropriate writing (e.g., focus and coherence, conventions, organization, voice, and development of ideas) in English <p>Typical writing features at this level:</p> <ul style="list-style-type: none"> ability to label, list, and copy high-frequency words/phrases and short, simple sentences (or even short paragraphs) based primarily on recently practiced, memorized, or highly familiar material; this type of writing may be quite accurate present tense used primarily frequent primary language features (spelling patterns, word order, literal translations, and words from the student's primary language) and other errors associated with second language acquisition may significantly hinder or prevent understanding, even for individuals accustomed to the writing of ELLs 	<p>Intermediate ELLs have enough English vocabulary and enough grasp of English language structures to address grade-appropriate writing tasks in a limited way.</p> <p>These students:</p> <ul style="list-style-type: none"> have a limited ability to use the English language to express ideas in writing and engage meaningfully in grade-appropriate writing assignments in content area instruction are limited in their ability to develop or demonstrate elements of grade-appropriate writing in English; communicate best when topics are highly familiar and concrete, and require simple, high-frequency English <p>Typical writing features at this level:</p> <ul style="list-style-type: none"> simple, original messages consisting of short, simple sentences; frequent inaccuracies occur when creating or taking risks beyond familiar English high-frequency vocabulary; academic writing often has an oral tone loosely connected text with limited use of cohesive devices or repetitive use, which may cause gaps in meaning repetition of ideas due to lack of vocabulary and language structures present tense used most accurately; simple future and past tenses, if attempted, are used inconsistently or with frequent inaccuracies descriptions, explanations, and narrations lacking detail; difficulty expressing abstract ideas primary language features and errors associated with second language acquisition may be frequent some writing may be understood only by individuals accustomed to the writing of ELLs; parts of the writing may be hard to understand even for individuals accustomed to the writing of ELLs 	<p>Advanced ELLs have enough English vocabulary and command of English language structures to address grade-appropriate writing tasks, although second language acquisition support is needed.</p> <p>These students:</p> <ul style="list-style-type: none"> are able to use the English language, with second language acquisition support, to express ideas in writing and engage meaningfully in grade-appropriate writing assignments in content area instruction know enough English to be able to develop or demonstrate elements of grade-appropriate writing in English, although second language acquisition support is particularly needed when topics are abstract, academically challenging, or unfamiliar <p>Typical writing features at this level:</p> <ul style="list-style-type: none"> grasp of basic verbs, tenses, grammar features, and sentence patterns; partial grasp of more complex verbs, tenses, grammar features, and sentence patterns emerging grade-appropriate vocabulary; academic writing has a more academic tone use of a variety of common cohesive devices, although some redundancy may occur narrations, explanations, and descriptions developed in some detail with emerging clarity; quality or quantity declines when abstract ideas are expressed, academic demands are high, or low-frequency vocabulary is required occasional second language acquisition errors communications are usually understood by individuals not accustomed to the writing of ELLs 	<p>Advanced high ELLs have acquired the English vocabulary and command of English language structures necessary to address grade-appropriate writing tasks with minimal second language acquisition support.</p> <p>These students:</p> <ul style="list-style-type: none"> are able to use the English language, with minimal second language acquisition support, to express ideas in writing and engage meaningfully in grade-appropriate writing assignments in content area instruction know enough English to be able to develop or demonstrate, with minimal second language acquisition support, elements of grade-appropriate writing in English <p>Typical writing features at this level:</p> <ul style="list-style-type: none"> nearly comparable to writing of native English-speaking peers in clarity and precision with regard to English vocabulary and language structures, with occasional exceptions when writing about academically complex ideas, abstract ideas, or topics requiring low-frequency vocabulary occasional difficulty with naturalness of phrasing and expression errors associated with second language acquisition are minor and usually limited to low-frequency words and structures; errors rarely interfere with communication

Create and manage rating entry groups if so directed.

The ratings and related information that you record on the TELPAS Student Rating Roster in Appendix B must be entered in the Assessment Management System in order for the ratings to be submitted to the state testing contractor.

Before ratings can be entered in the system, students must be placed in electronic **rating entry groups**. Coordinators and individuals assigned by coordinators to the role of online session administrator have access within the Assessment Management System to create rating entry groups.

Campus coordinators may decide to group students into rating entry groups by rater or by any other grouping they desire (e.g., grade level, homeroom teacher, etc.) in order to transfer the information from the TELPAS Student Rating Rosters into the online system. If you are asked to create rating entry groups, follow your campus coordinator's instructions for grouping the students.

Creating TELPAS Rating Entry Groups

If your campus coordinator directs you to create a rating entry group, complete the following steps:

1. Log in to the Assessment Management System.
2. Click the *TELPAS Holistic Ratings* tab.

NOTE: You must be at the campus level to create rating entry groups.

3. Click the *Manage Rating Entry Groups* subtab.

If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.

4. Click the **New TELPAS Rating Entry Group** button to go to the *New TELPAS Rating Entry Group* screen.

The **New TELPAS Rating Entry Group** button will be disabled and you will not be able to create a rating entry group if you do not have access to create rating entry groups.

5. Enter the Rating Entry Group Name.

NOTE: The Rating Entry Group Name must be unique within a campus. Follow any special instructions your campus coordinator gives you.

6. Click the **Save** button after entering the group name.
7. Click the **Add Students** button.
8. Select "Students" from the **View By** options set.
9. Select the checkbox next to each student name you want to add to the rating entry group.
10. Click the **Add to Group** button.



Texas Assessment
Management
System



Adding a Student to an Existing TELPAS Rating Entry Group

1. Click the *TELPAS Holistic Ratings* tab.
2. Click the *Manage Rating Entry Groups* subtab.
If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.
3. Click a group name to go to the *TELPAS Rating Entry Group Details* screen.
4. Click the **Add Students** button.
5. Select “Students” from the **View By** options set.
6. Select the checkbox next to each student name you want to add to the rating entry group.
7. Click the **Add to Group** button.

Removing a Student From a TELPAS Rating Entry Group

1. Click the *TELPAS Holistic Ratings* tab.
2. Click the *Manage Rating Entry Groups* subtab.
If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.
3. Click a group name to go to the *TELPAS Rating Entry Group Details* screen.
4. Select the checkbox next to each student name you want to remove from the rating entry group.
If a student has any holistic ratings or rater information entered in the Assessment Management System, this information must be deleted by clicking the **Clear** button and the **Save** button before removing from a rating entry group. A student record cannot be removed from a rating entry group if any holistic ratings or rater information has been entered.
5. Click the **Remove** button.
6. At the remove confirmation message click the **Yes – Continue with Remove** button.

Students may be moved from an existing rating entry group to another rating entry group at the same campus without loss of data. However, holistic rating data may be entered only when students are in a rating entry group.

Enter rating information online if so directed.

Using the information you supply on the TELPAS Student Rating Roster, you or other designated testing personnel will be responsible for entering ratings and rater information in the Assessment Management System.

Coordinators and individuals assigned by coordinators to the role of online session administrator or rating entry assistant have access to enter this information. Campus coordinators may assign each rater to one of these roles so that they can each enter their students' information, or coordinators may designate a smaller number of people to enter the ratings. All students must be placed in rating entry groups before their rating information can be entered.

If you are assigned to enter rating information online and have any questions, ask your campus coordinator for assistance.

To enter proficiency ratings and rater information, complete the following steps:

1. Go to *TELPAS Holistic Ratings > Enter Holistic Rating Information*.

If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.

2. In the Student Selector panel, click the "+" next to the rating entry group name to expand the group. Then click the student's name.

In the *Student Details* window, you will see the student's name, PEIMS ID, date of birth, and enrolled grade.

3. Verify that you have selected the correct student and then enter the proficiency ratings and rater information as indicated on the following page.
4. Click the **Save** button.
5. Repeat steps 2–4 until all students' information has been entered. Contact your campus coordinator if you have questions about entering rating information.



Texas Assessment
Management
System

Proficiency Ratings and Rater Information

Using the radio buttons in the *Student Details* window of the *Enter TELPAS Holistic Rating Information* screen, select the student's ratings and rater information from the TELPAS Student Rating Roster (refer to Appendix B).

Proficiency Ratings

For the proficiency ratings, either a proficiency rating or a score designation denoting why a student was not rated must be entered for each student in the domains of listening, speaking, reading (K–1 only), and writing.

The proficiency ratings are beginning (B), intermediate (I), advanced (A), and advanced high (H). In the event a student is not holistically rated, a score designation below should be selected on the *Enter TELPAS Holistic Rating Information* screen.

E = Extenuating Circumstances

Eligible student is unable to be rated in the specified domain(s) due to extenuating circumstances.

This score designation is rare and usually made in consultation between TEA and testing coordinators. Documentation of the reason for the designation must be maintained on the campus. There is not a designation for absence because the ratings are based on observations over time.

X = ARD Decision

Student does not participate in the TELPAS holistically rated assessment in the specified domain(s) on the basis of the student's disability, as determined by the ARD committee in conjunction with the LPAC and documented in the student's IEP.

For each domain, the assessments should be meaningful measures of English language proficiency for the vast majority of ELLs receiving special education services. Because of the observational and holistic nature of the assessments, decisions for a student not to participate should be extremely rare.

Rater Information

The rater information fields provide information about TELPAS raters and whether they collaborated with others in determining the students' TELPAS ratings. This information needs to be transferred from the TELPAS Student Rating Roster to the *Enter Holistic Rating Information* screen. The rater information fields provide the rater's answer to two questions from the rating roster.

A. What is the relationship of the rater to the student?

- 1 = Bilingual Education Teacher
- 2 = ESL Teacher
- 3 = Elementary General Education Teacher
- 4 = Middle or High School General Education Teacher of Foundation (Core) Subject(s)
- 5 = Special Education Teacher
- 6 = Gifted and Talented Teacher
- 7 = Teacher of Enrichment Subject(s)
- 8 = No Domains Rated (E or X in every domain)

B. Did the rater collaborate with others familiar with the student's progress in learning English?

- 1 = Yes
- 2 = No
- 3 = No Domains Rated (E or X in every domain)

"No Domains Rated" must be selected for BOTH questions if a student is marked Extenuating Circumstances or ARD Decision in every domain.

Return Materials

Prepare materials for return.

Complete the following tasks before you return your TELPAS materials to your campus coordinator:

- Verify that the holistic ratings and rater information you supplied on the TELPAS Student Rating Roster are accurate and complete so that they can be entered into the Assessment Management System.
- Review the accuracy of any other student data you have been asked to verify.
- Make sure that you have completed, signed, and dated the TELPAS Student Rating Roster.
- **Grades 2–12:** Make sure that you have completed the writing collection cover sheets and stapled them to your students' writing collections.

Return the following to the campus coordinator:

- signed oath of test security and confidentiality
- TELPAS Student Rating Roster
- student writing collections
- this manual

Return any other testing resources if you are instructed to do so by your campus coordinator. Your oath will be kept on file for five years, and your student rating roster will be kept on file for one year. The student writing collections will be kept in the students' permanent record files for two years from the time of rating.

Appendices

Appendix A

Oaths of Test Security and Confidentiality

Appendix B

Student Rating Roster

Appendix C

Writing Collection Cover Sheet / Writing Collection Verification Checklist

Appendix D

TELPAS Rater's User Guide for Online Holistic Rating Training

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality for TELPAS Rater

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement and sign **before** handling or viewing any secure test materials or confidential information.)

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) holistic rating and administration procedures;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

(Initial according to your assigned role.)

_____ I understand my responsibilities as a TELPAS rater, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS supplemental support provider, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

_____ I understand my responsibilities as a TELPAS rating entry assistant, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

Signature of TELPAS Rater

Printed Name of TELPAS Rater

County-District Number

District Name

Campus Name

Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS rater who also serves as a TELPAS reading test administrator) must sign an oath for each role.

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality for TELPAS Writing Collection Verifier

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following:

(Initial each statement **before** verifying TELPAS writing collections.)

_____ I have received training in the Texas English Language Proficiency Assessment System (TELPAS) administration procedures, including procedures specific to reviewing and verifying the assembly of TELPAS student writing collections;

_____ I understand my obligations concerning the security and confidentiality of TELPAS, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

Signature of Writing Collection Verifier

Printed Name of Writing Collection Verifier

County-District Number

District Name

Campus Name

Area Code/Telephone #

Any person who has more than one assessment role (for instance, a TELPAS writing collection verifier who also serves as a TELPAS reading test administrator) must sign an oath for each role.



TELPAS Student Rating Roster Spring 2015

Use the table below to list each student you rate, the student's grade level, the student's ratings, and the specified rater information. For each domain assessed, indicate the student's English language proficiency rating: B=beginning, I=intermediate, A=advanced, and H=advanced high. If, in consultation with your campus coordinator, it is determined that a student is unable to be rated in a domain, mark "E" (Extenuating Circumstances) or "X" (ARD Decision) in accordance with the instructions on pages 40–42. Sign and date the roster and return it to your campus coordinator.

Student Name	Grade Level	Rating				Rater Information	
		Listening	Speaking	Writing	Reading (K–1 only)	A (1–8)	B (1–3)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

TELPAS Rater of Above Students

Signature _____

Date _____

Additional Rater (if applicable)*

Signature _____

Date _____

Campus Principal

Signature _____

Date _____

Campus Name _____

Rater Information

A. What is the relationship of the rater to the student?

- 1 Bilingual Education Teacher
- 2 ESL Teacher
- 3 Elementary General Education Teacher
- 4 Middle or High School General Education Teacher of Foundation (Core) Subject(s)
- 5 Special Education Teacher
- 6 Gifted and Talented Teacher
- 7 Teacher of Enrichment Subject(s)
- 8 No Domains Rated (E or X in every domain)

B. Did the rater collaborate with others familiar with the student's progress in learning English?

- 1 Yes
- 2 No
- 3 No Domains Rated (E or X in every domain)

NOTE: If your rater information is the same for each student you rate, you may fill in the information in the first row and draw an arrow downward through the rest of the rows.

* Your district may require second or additional ratings as part of a rating verification process. This roster, the TELPAS writing collection cover sheet, and the online submission should reflect final student ratings.



**Texas English Language Proficiency
Assessment System (TELPAS)**

WRITING COLLECTION COVER SHEET
SPRING 2015



Student Name _____

Campus Name _____

Enrolled Grade Level _____

Number of Writing Samples _____

Signature of TELPAS Rater _____

Signature of Additional Rater _____
(if applicable)

Writing Rating _____



Verification checklist is on reverse side. The writing collection should be kept in the student's permanent record file for two years from the time of rating.

WRITING COLLECTION VERIFICATION CHECKLIST **SPRING 2015**

This checklist can be used by both the TELPAS rater and the verifier to ensure that the writing collection meets all criteria in this manual. The boxes in the “Rater” column indicate checks that the rater is responsible for during the assembly of the collection. The boxes in the “Verifier” column indicate tasks that the verifier must complete.

Please initial each box.

	<u>Rater</u>	<u>Verifier</u>
1. At least 5 writing samples are included	<input type="checkbox"/>	<input type="checkbox"/>
2. At least 1 narrative designed to elicit past tense is included	<input type="checkbox"/>	<input type="checkbox"/>
3. At least 2 academic samples from mathematics, science, or social studies are included	<input type="checkbox"/>	<input type="checkbox"/>
4. No samples show evidence of borrowed/copied language or heavy use of reference materials	<input type="checkbox"/>	N/A
5. No samples have been polished through editing by parents, peers, or teachers	<input type="checkbox"/>	N/A
6. No samples are written primarily in a language other than English	<input type="checkbox"/>	<input type="checkbox"/>
7. No samples show brief, rushed, or incomplete writing	<input type="checkbox"/>	N/A
8. No writing sample date is missing or prior to February 16, 2015	<input type="checkbox"/>	<input type="checkbox"/>
9. No sample is missing the student's name	<input type="checkbox"/>	<input type="checkbox"/>
10. No sample shows teacher corrections	<input type="checkbox"/>	<input type="checkbox"/>

The verifier's signature is required below once the writing collection meets all assembly criteria.

Printed Name of Verifier

____/____/____
Date

Signature of Verifier

TELPAS Rater's User Guide for Online Holistic Rating Training

New User Registration

TrainingCenter Site Code

If you do not already have a TrainingCenter account used during previous training, including training programs other than TELPAS, you will need a TrainingCenter site code from your district or campus coordinator in order to register.

The site code is different from the personal password you will create on the registration screen. The site code ensures that you have been authorized to access the TrainingCenter. The site code is not case sensitive.

Creating Your TrainingCenter Account

Follow these instructions to complete the registration process and access the Texas TrainingCenter if you are a new user.

NOTE: If you are a returning user with an account used for previous training, follow the instructions in the "Registered User Access" section of this guide. Each user should register in the TrainingCenter only once.

1. New users should begin by clicking the *Self-Registration* link from the Texas TrainingCenter.

TEXAS TRAININGCENTER

[Home](#)

Login

Username:

Password:

Please note that your password is case sensitive.

[Login Help](#)
[Self-Registration](#)

Welcome to the Texas TrainingCenter

This site currently offers access to the online training system for TELPAS. Region, district, and campus testing coordinators (or their designees) also have access to this site for their administrative use.

If you are required to self-register in the Texas TrainingCenter, you will need a TrainingCenter site code from your district or campus testing coordinator.

If you already have a username and password for this site, please log in at the left.

To ensure that your computer is appropriately configured, please click [here](#) for the minimum system requirements before you attempt to login.

[TELPAS rater's user guide](#)



Texas
TrainingCenter

NOTES

2. Enter the site code in the field provided.
3. Complete the registration form.

NOTE: Region testing coordinator assistants and staff not associated with a specific district must select the appropriate education service center (ESC) from the District and Campus fields in the registration form.

Description of Registration Fields

FIRST NAME	Enter your first name.
LAST NAME	Enter your last name.
E-MAIL	Enter your email address. Use an email address that you check regularly. If possible, use an email address that is not likely to change.
NOTE: An email address can be used only once in the TrainingCenter. This is a unique field.	
CONFIRM E-MAIL	Re-enter your email address for confirmation.
JOB FUNCTION	From the pull-down list select the job function that best describes your occupation.
MONTH OF BIRTH	Select your month of birth from the pull-down list. Example: January = 01
DAY OF BIRTH	Select your day of birth from the pull-down list. Example: 2 = 02
DAYTIME PHONE #	Enter your daytime phone number in the space provided. This information will be used by the TrainingCenter technical support staff only if they need to contact you.
USERNAME	Enter your desired username.
PASSWORD	Select a password that is easy for you to remember. Your password must be a minimum of eight characters in length. Make a note of your password in a secure place. Do not share your password with other users.
CONFIRM PASSWORD	Re-enter your password for confirmation.
PASSWORD REMINDER	Enter a clue to help you remember your password.
REGION	Select your region from the drop-down list or use the <i>select region</i> lookup tool to see a map of the state and click the region where you work.
DISTRICT	Select your district from the drop-down list. Note that the list of available districts will depend on your selection in the Region field.
CAMPUS	Select your campus from the drop-down list. The list of available campuses depends on your selection in the <i>Region</i> and <i>District</i> fields.
ADDITIONAL ROLE AUTHORIZATION	This function should be used only by individuals designated as campus coordinators or individuals asked to assist in monitoring holistic rating training activities at the campus level.

4. Click the **Submit** button to continue.
5. Confirm registration details by reviewing your entries. If you need to change any of the information you provided, click the **Back** button at the bottom of the screen.

NOTE: Do not use the Internet browser **Back** button to navigate the TrainingCenter. Only use navigation buttons on the TrainingCenter screen.

6. Click the **Finish** button to complete your registration. You will be automatically taken to the *My Home* screen of the TrainingCenter.

Registered User Access

How to Log In

You can access the Texas TrainingCenter after you have established a username and password. If you are a rater with an existing account used for previous training, log in using the same username and password from the last time you logged in. To access the TrainingCenter, enter your username and password and then click the **Login** button. Review and update your profile information to ensure your training is properly recorded and reported to your current campus.

Forgot Username

If you have forgotten your Texas TrainingCenter username, you can click the *Login Help* link on the TrainingCenter homepage to access help in recovering your username. Refer to the TrainingCenter homepage screen shot in the “New User Registration” section of this guide if needed.

1. Click the *Login Help* link on the homepage.
2. Select *I forgot my username*. Users can also click the icon next to *I forgot my username* for a short video on the steps listed below.

Enter your email address exactly as you entered it while registering and then click the **E-mail Me My Username** button.

After the email has been sent, your screen will update with a confirmation. Check your email to retrieve your username and then click the **Return to Login** button to return to the login page.

NOTE: If the email address associated with your account needs to be updated and you are unable to login or change it, contact your coordinator or Pearson at 800-627-0225.

Forgot Password

If you have forgotten your Texas TrainingCenter password, you can click the *Login Help* link on the TrainingCenter homepage to access help in recovering your password.

1. Click the *Login Help* link on the homepage.
2. Select *I forgot my password*. Users can also click the icon next to *I forgot my password* for a short video on the steps listed below.
3. Enter your username exactly as you entered it when you registered and then click the **Next** button. Entering a different username now than the one you registered with may hinder your ability to continue.

Your password reminder will populate the screen that follows.

- a. If you can now remember your password, enter it in the *Password* field and click the **Login** button.

- b. If you are unable to remember your password, click the **E-mail Me A Password Reset Link** button.
 - i. A *Confirmation* screen will display to let you know that your request to reset your password was received and to expect an email. This screen includes important information explaining why you might not receive the email.
 - ii. An email will be sent to the email address associated with your TrainingCenter account. The email will contain a link you can click that will take you to a screen where you can reset your password.

NOTE: If the email address associated with your account needs to be updated and you are unable to login or change it, contact your coordinator or Pearson at 800-627-0225.

- iii. Enter a new password in the *New Password* field, and then confirm the password in the *Re-enter Password* field. Click the **Submit** button to continue. You will receive a confirmation message that your password has been reset. You can then return to the login screen to log in to the TrainingCenter

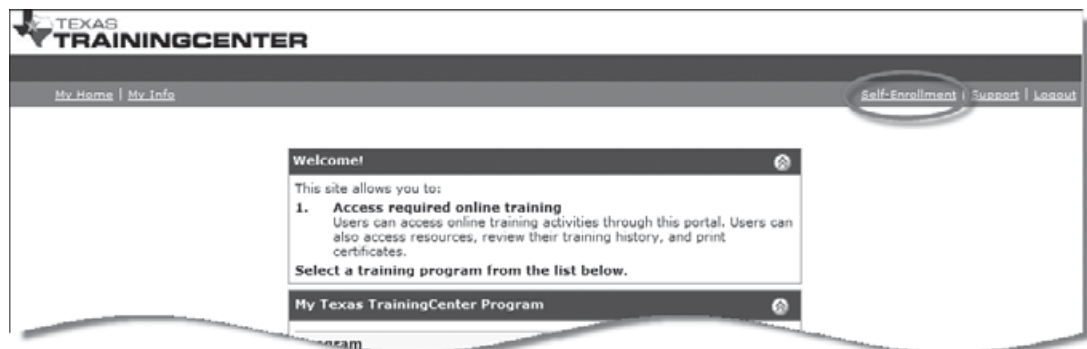
Account Deactivation

If you receive an account deactivation notice upon attempting to log in, call Pearson at 800-627-0225.

Self-Enrollment

Self-enrollment is a simple process to allow an existing user to request a campus testing coordinator (CTC) account role from the district testing coordinator and for a user to register for TELPAS training who previously only registered for another training program (e.g., STAAR Alternate).

1. Select the *Self-Enrollment* link from the navigation bar.



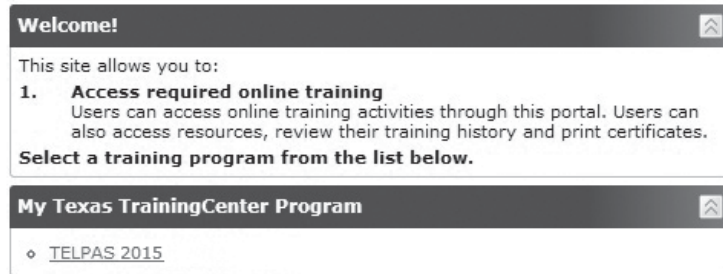
2. After clicking the *Self-Enrollment* link, you will be presented with two options.

- a. **I want to request being a CTC.** When selecting this option and clicking the **Submit** button, a request for CTC access will be sent to the district coordinator or district coordinator assistants. You will not receive CTC access until this request is approved.
- b. **I want to register for another program.** An existing user who previously only registered for another training program (e.g., STAAR Alternate) can register for TELPAS training by selecting this option. When selecting this option and clicking the **Submit** button, you will be prompted to enter the site code for the program in which you would like to enroll.
 - i. Enter the site code for the program in which you would like to enroll and click the **Submit** button.
 - ii. You will be enrolled in the program associated with the site code you entered. Click the **Finish** button to complete your self-enrollment.

Navigating the TELPAS TrainingCenter

My Home

Upon successful login you will see the *My Home* screen. To access the TELPAS TrainingCenter, click *TELPAS 2015*. (The *TELPAS 2015* link will be available starting January 12, 2015).



TELPAS Homepage

Upon clicking the *TELPAS 2015* link on the *My Home* screen, you will see the TELPAS TrainingCenter homepage. This is where you can access TELPAS online training courses and calibration activities. You can also update your information, access support links and TELPAS resources, and print certificates. You can return to the TELPAS TrainingCenter homepage at any time by clicking the *Program Home* link on the top navigation bar.



You can navigate the TELPAS TrainingCenter by clicking the appropriate grade-level button on the homepage, or by clicking links on the navigation bar at the top of the screen.

After you choose a grade level, another screen will appear with buttons for new and returning raters. Click the appropriate button based on guidance from your campus coordinator and follow the steps as directed on screen to complete your training requirements. You can either click the buttons or the links at the top of the screen to continue to online basic training courses or calibration activities.

Resources

There are a number of resources available to all users. Click the *Resources* link on the top navigation bar to view the *Resources* screen. To access a specific resource, click the name of the resource.

My Info

The *My Info* screen lists your user information. If you would like to update any of the information you submitted when you registered, click the *My Info* link at the top of the screen.

Be sure to enter your most up-to-date Region, District, and Campus information on the *My Info* screen so your training completions are reported to your current campus.

You can update all fields except *First Name*, *Last Name*, *Month of birth*, and *Day of birth*.

Follow the steps below to update your information.

1. Enter new information.
2. Click the **Save** button.

To change any other information, contact your district or campus coordinator or Pearson at 800-627-0225.

Accessing TELPAS Online Courses

Course List Screens

The *Course List* screens provide detailed information about the TELPAS online training courses and the list of modules included. The three course list screens—K–1 Training, 2–12 Training, and Other Training—can be accessed from the TELPAS TrainingCenter homepage beginning January 12. Online courses will be available 24 hours a day, 7 days a week until the end of the TELPAS assessment window.

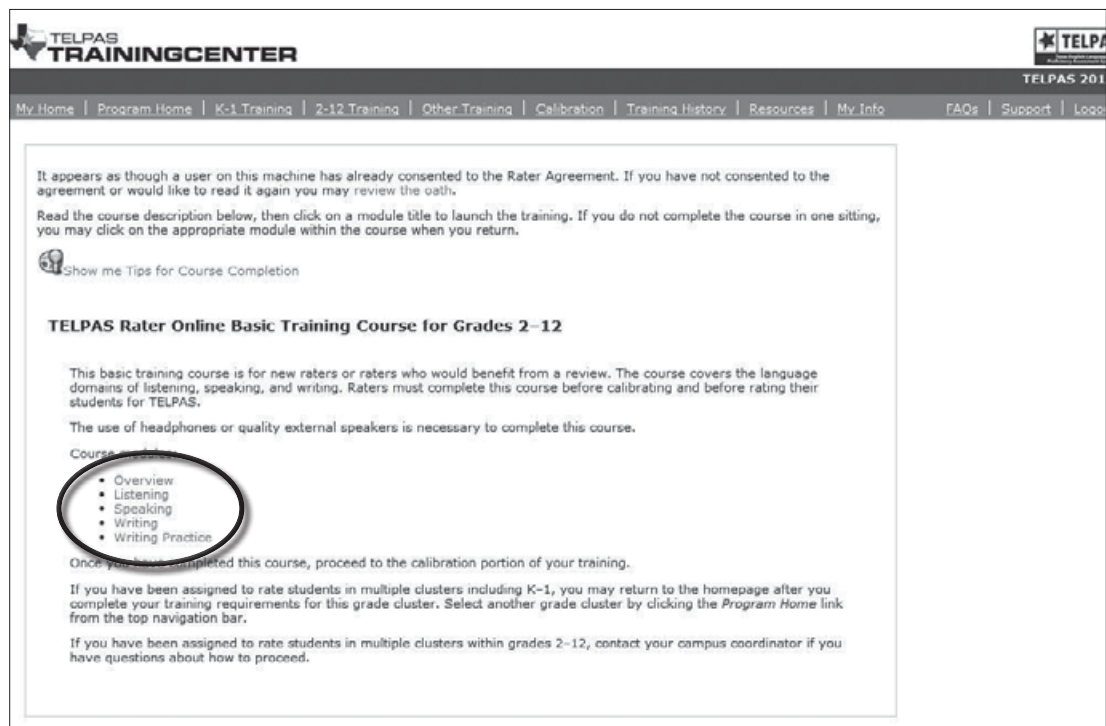
Video Clips

Video clips are included in the online course practice activities. Use headphones or quality external speakers to hear the audio.

Starting and Running an Online Module

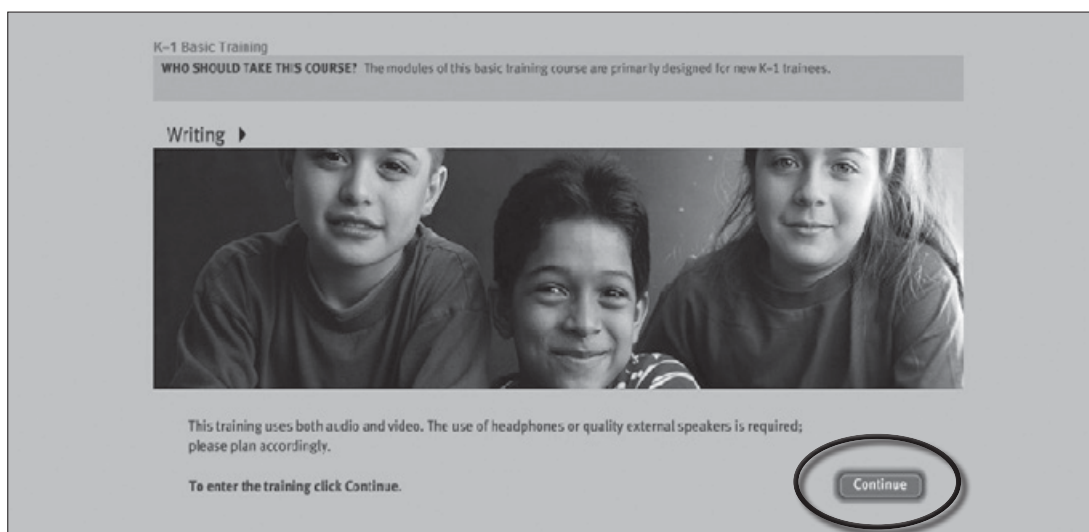
Close all unnecessary Internet browser windows before starting an online training module.

1. To view the available course and modules in a course list, you must accept the Rater Agreement for TELPAS Online Training Courses.
2. Click the title of the module you are taking.



Depending on the Internet browser you are using, the module will launch either in the same browser window or in a new tab.

3. Once the module has opened, click the **Continue** button to proceed.



4. Use the **Next** and **Back** buttons on the bottom-right corner in the module to move through the training. Click the **?** button for more information on how to navigate the module.
5. Use the summary screen at the end of each module to review how you did on the practice activities. You can access the observations, video samples, and/or writing collections in addition to the annotations for each student from this screen.
6. Click the **Save/Exit** button to exit the module. Once you exit a completed module, you will be able to see your results on the *Training History* screen.

Returning to Module “In Progress”

If you have saved your work to complete a module in more than one sitting, your work on the module is considered “in progress.” You can restart a module in progress at any time. On the *Course List* screen, click the module link to restart it.

Accessing the Training History Screen

For information about how to view your results for completed modules and where to access your course completion certificate, refer to the “Accessing Training Results and Certificate” section of this guide.

FAQs

Access a list of frequently asked questions by clicking the *FAQs* link on the navigation bar to get immediate answers to the most common technical questions about the TELPAS TrainingCenter. Questions about training requirements should be directed to your testing coordinator.

Support

Click the *Support* link on the navigation bar to view support contact information.

Logout

Click the *Logout* link to exit the TELPAS TrainingCenter and return to the *Login* screen.

Accessing TELPAS Online Calibration

Calibration Home Screen

The *Calibration Home* screen lists all the available grade cluster calibration sets. The calibration activities can be accessed from the TELPAS TrainingCenter homepage. Users will be able to access the calibration activities beginning February 16. Calibration activities will be available 24 hours a day, 7 days a week until the end of the TELPAS assessment window.

Video Clips

Video clips are included in the calibration activities. Use headphones or quality external speakers to hear the audio.

Accessing Calibration Activity

Close all unnecessary Internet browser windows before starting the calibration activity.

1. Click the name of your assigned grade cluster to select your calibration set.
2. Launch the calibration activity from the *Summary* screen.

TELPAS - Calibration List

Instructions

- To start a calibration set for your grade cluster, click on the appropriate link to the right. If you do not calibrate on the first set, the second set will automatically appear and you will be able to start it immediately if desired. Your calibration sets will be available on this page throughout the calibration window.
- To review your training and calibration history and obtain your certificates, please click on the Training History link above.

Legend

- Submissions
- Calibration Reports
- Password Protected
- New Feedback
- Old Feedback

Set 1	Attempts
Kindergarten and Grade 1 Set 1 begins Feb 16, 2013 12:00 AM	0 / 1
Grade 2 Set 1 begins Feb 16, 2013 12:00 AM	0 / 1
Grades 3-5 Set 1 begins Feb 16, 2013 12:00 AM	0 / 1
Grades 6-8 Set 1 begins Feb 16, 2013 12:00 AM	0 / 1
Grades 9-12 Set 1 begins Feb 16, 2013 12:00 AM	0 / 1

Carefully read the instructions at the bottom of the *Summary* screen on how to use the “Save” functionality and how to navigate within the calibration sets.

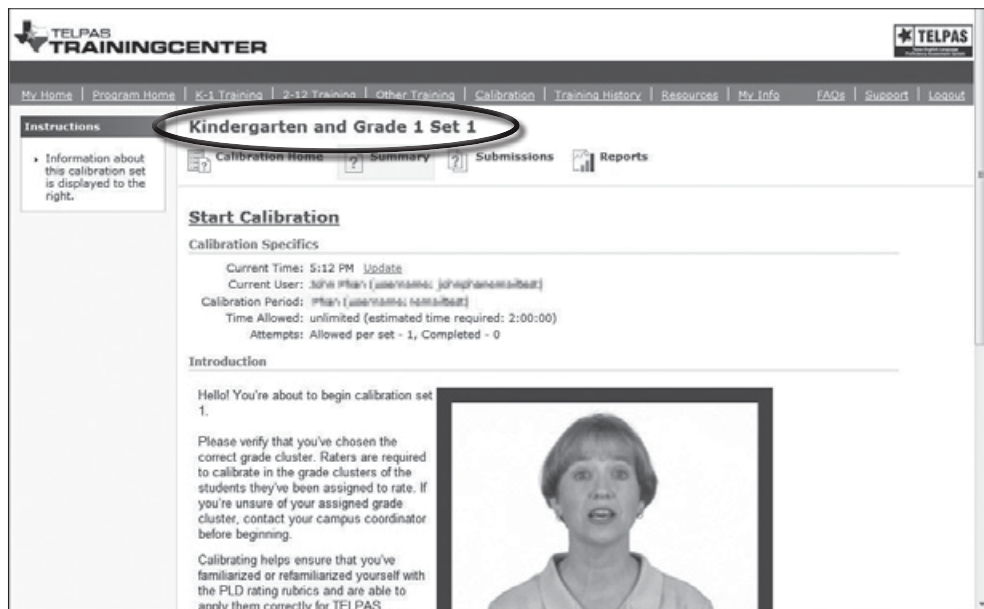
Grade Cluster Summary Screen

When you access a calibration set in any grade cluster, you will be presented with a rater agreement. The rater agreement outlines the terms and conditions for participating in the calibration activities and using the secure training system.

In accepting the agreement, you acknowledge that you must independently complete the online calibration activities. The students, ratings, and annotations that constitute the online training system are secure and are not permitted to be discussed or otherwise shared before, during, or after activities, except as part of the supplemental training provided to raters in accordance with prescribed TELPAS administration procedures. In accepting the agreement, you agree to maintain the security and confidentiality of your username and password and acknowledge that you are responsible for all activities that occur under your username and password.

Verify Grade Cluster Selection

Reference the top of the *Summary* screen to verify the grade cluster selection matches your assigned grade cluster, as shown below.



If you selected an incorrect grade cluster, click the *Calibration Home* link to return to the screen to select the correct cluster.

Starting Calibration Activity

1. Once you are sure you have selected the correct grade cluster, click the **Start Calibration** button to begin.

NOTE: The calibration set may take a few moments to load.

2. Click **Ok** to accept the rater agreement, or click **Cancel** to return to the *Calibration Home* screen. You will be able to restart the calibration set at a later time.

Rating Instructions

For all grade clusters, you will rate students based on observations, video clips, and/or writing samples depending on the domain you are rating. For grades 2–12 writing collections, use the scroll bar on the right side of the screen to read all of the papers within the collection.

Navigating Calibration Activity

When you start a calibration set, you will see the first student. Assign each student a rating of **Beginning**, **Intermediate**, **Advanced**, or **Advanced High** by clicking the button next to the rating you choose. The rating selection for each student is located at the end of each observation box or writing collection.

The following controls are available to you while in the calibration activity:



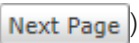
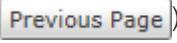



The screenshot shows the Telpas Training Center interface for a calibration activity. The page title is "Kindergarten and Grade 1 Set 1 - Calibration". The estimated length is 2:00:00. The interface includes a navigation bar with links: My Home, Program Home, K-1 Training, 2-12 Training, Other Training, Calibration, Training History, Resources, My Info, FAQs, Support, and Logout. The main content area is divided into two sections: "Calibration Info" and "Students".

Calibration Info: This section contains a "Previous Page" button (1), a "Next Page" button (2), and a "Student 1 of 10" indicator (3). Below this is a "Note: It is recommended that you save your ratings for each student." and a "Student 1 (1 point)" label (4).

Students: This section lists 10 students (Student 1 through Student 10) with corresponding icons (5). Each student has a rating button (6) and a "Save" button (7). The "Save" button is located at the bottom of the page (8).

Rating Selection: The rating selection is located at the bottom of the page (9). It includes a "Legend" section with four options: Beginning, Intermediate, Advanced, and Advanced High. Below the legend are the "Save all Ratings" and "Finish Calibration" buttons.

Content Area: The main content area displays a sample observation for Student 1. It includes a "Previous Page" button (1), a "Next Page" button (2), and a "Student 1 of 10" indicator (3). The observation text describes a student's performance in a math center and a writing activity. The text is followed by a "Rating Selection" section with four options: Beginning, Intermediate, Advanced, and Advanced High. Below the rating selection are the "Save all Ratings" and "Finish Calibration" buttons.

Reference Number	Functionality	Description
1	Calibration Info pane	Provides quick access to all students in the calibration activity.
2 ()	Student quick link and Rating Saved indicator (dark blue floppy disk icon)	Provides a quick link to the student and serves as an indicator that the rating for that student has been saved.
3 ()	Student quick link and Rating Not Saved indicator (light blue floppy disk icon)	Provides a quick link to the student and serves as an indicator that the rating for that student has not been saved.
4	Calibration Status pane	Information in this pane changes as you navigate through the calibration activity. The purpose of this pane is to show you the current status of the activity. For example, after you save your rating for the first student, the message in this Calibration Status pane will confirm, “Student 1 Saved.”
5 ()	Next Page button	Allows navigating to the next student.
6 ()	Previous Page button	Allows navigating to the previous student.
7 ()	Save button	Allows saving student ratings. It is recommended that you save your ratings as you complete each student. The system automatically saves your rating when you select the next student.
8 ()	Save all Ratings button	Allows saving all ratings at once.
9 ()	Finish Calibration button	Completes the calibration activity and allows you to submit your ratings for scoring.

Rating Safeguards

The online training system is designed to allow you to work at your own pace. Until you are ready to submit your ratings, you can move back and forth among students as needed.

You can save your work if you need to exit the system and complete the activity later. The system is also designed to “auto save” your ratings as you move from one student to another. Saving your work does not affect your ability to change your ratings at any time before submitting them for scoring.

If you click the **Finish Calibration** button before all students are rated, the system will display a warning to inform you that certain students are unrated.

You can access the unrated students by either using quick links in the *Calibration Info* pane or by clicking the student number in the list of unrated students.

As an additional security feature, the students presented in the sets are randomized.

Restarting Calibration Activity in Progress

You can exit and restart a calibration set at any time as long as you have not submitted your ratings for scoring. Follow these steps to restart a calibration activity in progress:

1. Click the *Calibration* link in the navigation bar. The screen will update, displaying the calibration activity in progress. You will see a message, “You have a calibration set in progress” and a red “✱” icon next to the calibration activity in progress.

The screenshot shows the TELPAS Training Center interface. The navigation bar includes links for My Home, Program Home, K-1 Training, 2-12 Training, Other Training, Calibration, Training History, Resources, My Info, FAQs, Support, and Logout. The main content area is titled 'TELPAS - Calibration List' and includes a 'Calibration Home' button. A table lists calibration sets with columns for 'Set 1' and 'Attempts'. The table includes rows for Kindergarten and Grade 1 Set 1, Grade 2 Set 1, Grades 3-5 Set 1, Grades 6-8 Set 1, and Grades 9-12 Set 1. A red star icon and the message 'You have a calibration set in progress' are highlighted at the bottom of the table.

Set 1	Attempts
Kindergarten and Grade 1 Set 1 begins Feb 08, 2013 12:00 AM	1 / 1
Grade 2 Set 1 begins Feb 08, 2013 12:00 AM	0 / 1
Grades 3-5 Set 1 begins Feb 08, 2013 12:00 AM	0 / 1
Grades 6-8 Set 1 begins Feb 08, 2013 12:00 AM	0 / 1
Grades 9-12 Set 1 begins Feb 08, 2013 12:00 AM	0 / 1

* You have a calibration set in progress

2. Click the calibration activity name. The screen will update with the calibration activity information and instructions.
3. Click the **Continue Calibration** button to restart the activity in progress.

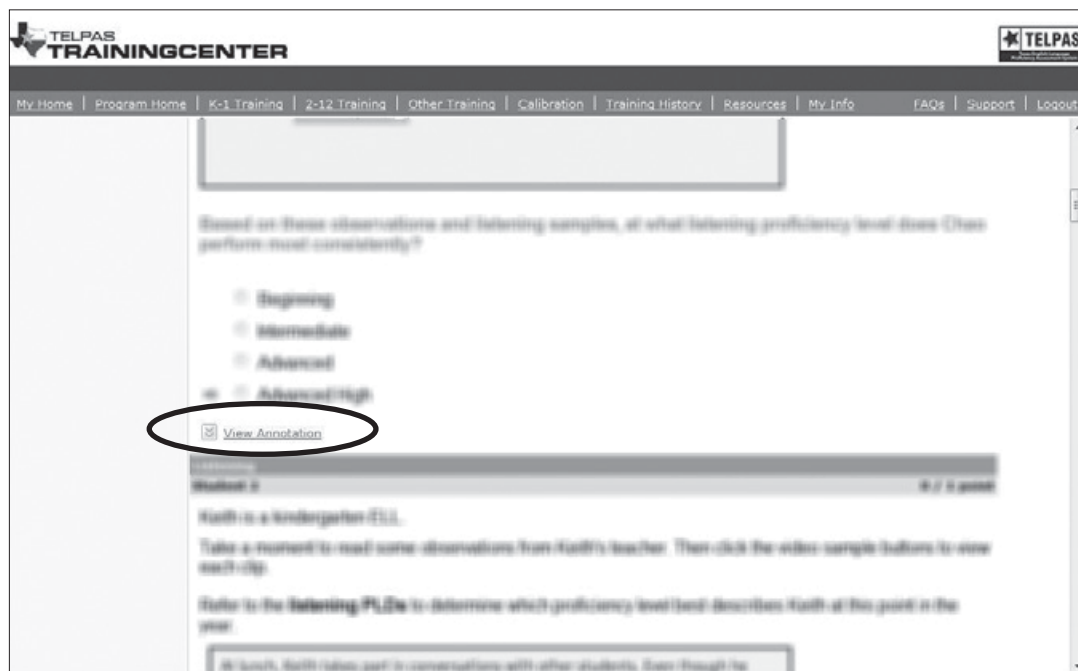
Submitting Calibration Activity for Scoring

After you have rated all students in a calibration set, click the **Finish Calibration** button. The screen will refresh with a confirmation that you are about to submit your ratings for scoring. If you are not ready to submit your ratings, you can return to any student in the calibration activity by clicking the student quick link in the *Calibration Info* pane. When you are ready to submit your ratings, click the **Submit Your Ratings** button.





As an additional safeguard, you will need to confirm your decision one more time. Click **Yes** if you are ready to submit your ratings, or click **No** to return to the students.

Rating Annotation Review

Immediately after submitting your ratings, your work will be scored. You should review the correct ratings and the ratings you assigned to the students. All students will be displayed on a single screen. Use the scroll bar to move from one student to another. While reviewing the calibration set, you will see the student, the rating you assigned to the student, and the correct rating. Read the rating annotations, which explain the relationship between the correct ratings and the PLDs, as you review your results. Click the *View Annotation* link to open the annotation.

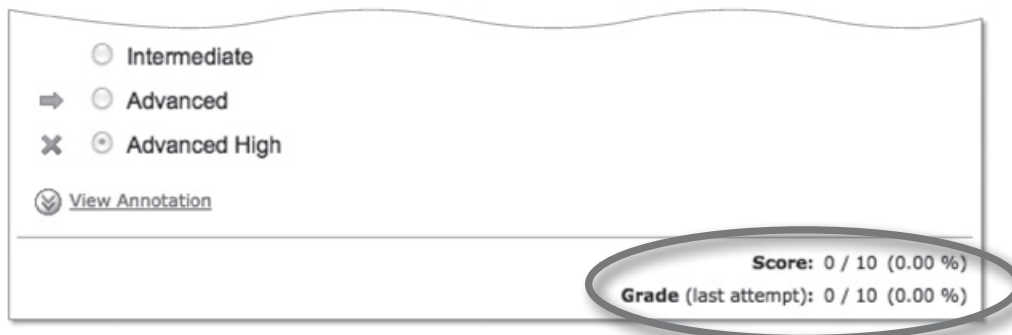


Use the following key when reviewing the results of your ratings.

Icon	Meaning
 Advanced	Rating you assigned
	Indicator that your rating was correct
	Indicator that your rating was incorrect
	Correct rating

Your Score

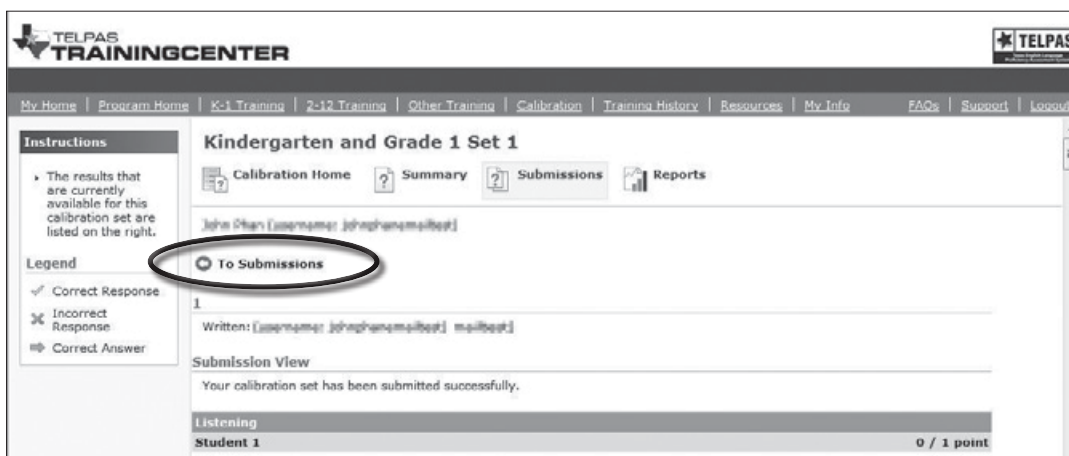
Your score is found at the bottom of the review screen in the right-hand corner.



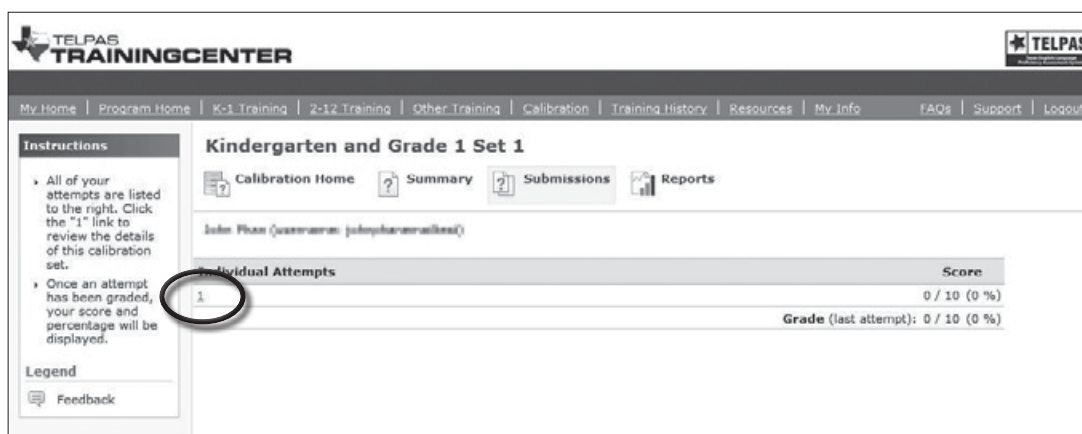
For the purposes of TELPAS rater online calibration, “Score” and “Grade” are the same.

Your score is also viewable from the **Submissions** screen. This method of viewing scores avoids the need to scroll to the bottom of the screen.

1. From the review screen, click the **To Submissions** button.



2. Review the score. To get back to the rating annotation review screen, click the **1** link.



NOTES

The screen will update after you complete the calibration set. The link to start the same set will be disabled. Instead you will see the “Calibration Set Completed” message.

Your results can also be reviewed from the *Training History* screen in the TELPAS TrainingCenter. Calibration results will be displayed in the *Calibrations Completed* section. Raters must correctly rate at least 7 of the 10 students (70%) in a set to calibrate.

Reviewing a Completed Activity

You can access a completed calibration set at any time. You will be able to view the students, ratings you assigned, correct ratings, and annotations. Follow these steps to review a completed activity.

1. Click the *Calibration* link on the navigation bar from anywhere in the TELPAS TrainingCenter.
2. You will see the *Calibration Home* screen that lists all grade clusters. A calibration activity that has been completed will be marked 1/1 in the Attempts column.
3. Click the completed activity name to access the *Summary* screen.
4. Click the **Submissions** button. Next, click the *1* link under the Individual Attempts column to access the students, ratings you assigned, correct ratings, and annotations.

The screenshot shows the TELPAS TrainingCenter interface. The navigation bar includes links for My Home, Program Home, K-1 Training, 2-12 Training, Other Training, Calibration, Training History, Resources, My Info, FAQs, Support, and Logout. The main content area is titled 'Kindergarten and Grade 1 Set 1'. Below the title are tabs for Calibration Home, Summary, Submissions (selected), and Reports. The Submissions tab shows a table with columns for Individual Attempts and Score. The first row shows '1' under Individual Attempts and '0 / 10 (0 %)' under Score. A 'Grade (last attempt): 0 / 10 (0 %)' is also displayed. The left sidebar contains instructions and a feedback button.

Accessing Second Set

If you are not successful on your first set, be sure to review the ratings and annotations for the students you rated incorrectly.

Raters who are not successful on the first set will be automatically registered for the second set. You will be able to access the second set in the same grade cluster immediately following completion of the first set. You can complete the second set at a later time if you prefer.

1. Access the *Calibration Home* screen from the navigation bar.
2. Click the calibration activity name to start the second set in the same grade cluster.

The screenshot shows the TELPAS Training Center interface. The navigation bar includes links for My Home, Program Home, K-1 Training, 2-12 Training, Other Training, Calibration, Training History, Resources, My Info, FAQs, and Support. The main content area is titled 'TELPAS - Calibration List' and includes a 'Calibration Home' button. Below this, there are two sections: 'Set 1' and 'Set 2'. Each section lists calibration activities for different grade clusters. The 'Set 2' section is highlighted, and the 'Kindergarten and Grade 1 Set 2' link is circled in red. The 'Attempts' column shows the number of attempts for each set.

Set	Activity	Attempts
Set 1	Kindergarten and Grade 1 Set 1	1 / 1
	Grade 2 Set 1	0 / 1
	Grades 3-5 Set 1	0 / 1
	Grades 6-8 Set 1	0 / 1
	Grades 9-12 Set 1	0 / 1
Set 2	Kindergarten and Grade 1 Set 2	0 / 1

3. The navigation instructions for the second set are the same as for the first set.

Individuals who do not calibrate successfully after completing the second set of calibration activities will be provided supplemental support before attempting the third and final set of calibration activities.


Raters will be given an access code to proceed with the third calibration set upon completion of their supplemental training.

Accessing Training Results and Certificate

Training History

Access the *Training History* screen from the navigation bar. This screen provides information about your training status and includes results of completed activities. You can also view and print certificates for past training activities. Once you have completed a course or calibration set, return to the *Training History* screen. From there, you will be able to view your results, access and print your certificate of course completion or successful calibration, and view the number of continuing education hours earned.


Certificate of Completion for Online Courses

Raters who complete an online training course will receive a certificate of completion. Certificates will be available for download immediately after raters complete an online course. Click the *Training History* link in the navigation bar to retrieve your certificate. The link will appear in the *Courses Completed* section. Click the  icon to access your course completion certificate.

Print a copy of the certificate and turn it in to your campus coordinator. Your certificate will remain in your online training history indefinitely.

Certificate of Successful Completion of Online Calibration

Raters who are successful after their first, second, or third calibration set will receive a certificate indicating that they have successfully completed the calibration component of TELPAS holistic rating training.

Certificates indicating successful completion of the calibration component of TELPAS holistic rating training will be available for download immediately after raters successfully complete the calibration component. Click the *Training History* link in the navigation bar to retrieve your certificate. When your certificate becomes available, the link will appear in the *Calibrations Completed* section. Click the  icon to retrieve your certificate.

Print a copy of your certificate and turn it in to your campus coordinator. Your certificate will be available for retrieval indefinitely.

Assistance

For help accessing or navigating the Texas TrainingCenter, contact Pearson using the information below.

Phone: 800-627-0225
Monday–Friday, 7:00 AM to 7:00 PM (CT)
Email: TELPAS.techhelp@support.pearson.com

TELPAS

Texas English Language Proficiency Assessment System

Reading Test Administrator Manual

Grades 2–12



Spring 2015

Contact Information/Resources

2015 Contact Information	
For questions about	Contact
TELPAS testing policies	Texas Education Agency's Student Assessment Division Telephone: 512-463-9536 Fax: 512-463-9302 Email: ELL.tests@tea.state.tx.us
accessing and navigating the Texas TrainingCenter for TELPAS online rater training and calibration	Pearson's Austin Operations Center Telephone: 800-627-0225 Email: TELPAS.techhelp@support.pearson.com
accessing online resources or online test administration procedures and for online testing technical concerns or issues	Pearson's Austin Operations Center Telephone: 800-627-0225 512-989-5300 Fax: 512-989-5375 Email: pearsononlinetesting@support.pearson.com

2015 General Information Resources	
For general information related to	Access
student assessment program	TEA Student Assessment Division website at http://www.tea.state.tx.us/student.assessment
ELL assessments	http://www.tea.state.tx.us/student.assessment/ell
TELPAS online basic training courses, online calibration activities, and related training materials	http://www.TexasAssessment.com/TexasTrainingCenter
TELPAS online reading test training and administration materials	http://www.TexasAssessment.com/info
TELPAS online reading test student tutorials	http://www.TexasAssessment.com/TELPAS-tutorials
online testing technology information	http://www.TexasAssessment.com/techinfo
master index of assessment resources	http://www.TexasAssessment.com/masterindex

2015 Resource Materials	
Resource materials available online	Located at
<i>2015 Test Security Supplement</i>	http://www.tea.state.tx.us/student.assessment/security/
Accommodation Resources	http://www.tea.state.tx.us/student.assessment/accommodations
LPAC Resources	http://www.tea.state.tx.us/student.assessment/ell/lpac
<i>User's Guide for the Texas Assessment Management System</i>	http://www.TexasAssessment.com/guide

Contents

Contact Information/Resources	i
Calendar of Events	v
Icons Used in This Manual	vi

Overview

General Information About TELPAS	1
Scheduling	2
Student and Test Data Submission for TELPAS	2
Eligibility Requirements	2
Test Security and Confidentiality Requirements	3

Reading Test Administrator Responsibilities

General Information About TELPAS Reading for Grades 2–12	8
Testing Accommodations	8

Test Administrator Checklist 10

Prepare for Administration 11

Attend training session on administration procedures.	11
Prepare students for online testing.	13
Become familiar with the administration directions.	14
Create test sessions if so directed.	15
Gather materials for testing.	18

Conduct Administration 19

Ensure proper testing environment and proper testing procedures, and answer questions.	19
Start and monitor test session.	23
Enter “do not score” and accommodations information online for grades 2–12 reading test if so directed.	26

Complete Administration Process 30

Prepare materials for return	30
--	----

Test Administration Directions

Grades 2–5	32
Grades 6–12	37

Appendices

Appendix A

Oath of Test Security and Confidentiality for Test Administrator	45
Oath of Test Security and Confidentiality for Technology Staff	47

Calendar of Events

Spring 2015	
Events	Dates
Administration procedures training for holistically rated assessments	By 2/16
Online training courses for holistically rated assessments	
• Assembling and Verifying Grades 2–12 Writing Collections	Opens 1/12
• Basic Training Course for Kindergarten and Grade 1	Opens 1/26
• Basic Training Course for Grades 2–12	Opens 1/26
Online calibration window	Opens 2/16
Writing samples for TELPAS writing collections	Beginning 2/16
Test administrator training for grades 2–12 reading	By 3/13
TELPAS assessment window	3/16–4/8
TELPAS data verification window	4/9–4/10
Districts receive TELPAS standard and optional reports	5/15

Icons Used in This Manual

The following icons are used throughout the manual.



This icon refers to the Calendar of Events. The text below the icon is a link to the calendar. The Calendar of Events is also found on the Coordinator Manual Resources webpage.



This icon indicates additional information that is available online. Text below the icon links to specific online resources.



This icon indicates a resource found on the Texas Assessment website that supplements information in this manual. The text below the icon is a link to the Texas Assessment webpage or resource.

General Information About TELPAS

The Texas English Language Proficiency Assessment System (TELPAS) fulfills federal requirements for assessing the English language proficiency of English language learners (ELLs) in kindergarten through grade 12 in four language domains: listening, speaking, reading, and writing. TELPAS assesses students in alignment with the Texas English Language Proficiency Standards (ELPS), which are part of the Texas Essential Knowledge and Skills (TEKS). Student performance is reported in terms of the four English language proficiency levels described in the ELPS: beginning, intermediate, advanced, and advanced high. TELPAS results are used in accountability and performance-based monitoring indicators.

The assessment components for grades K–1 and 2–12 include the following:

- Grades K–1
 - holistically rated observational assessments of listening, speaking, reading, and writing
- Grades 2–12
 - multiple-choice online reading tests in six grade clusters: 2, 3, 4–5, 6–7, 8–9, and 10–12
 - holistically rated student writing collections
 - holistically rated observational assessments of listening and speaking

Students' answers to the reading tests, ratings from the holistically rated assessments, and all other student data are submitted through the Texas Assessment Management System, delivered through PearsonAccess.

The instructions in this manual explain the responsibilities of reading test administrators for the spring 2015 TELPAS administration. Testing coordinators and other personnel with oversight roles should be familiar with the contents of this manual, the *2015 TELPAS Rater Manual*, and the TELPAS information in the *2015 District and Campus Coordinator Manual*. Assessment procedures must be followed exactly so that all individuals eligible for testing are assessed in a uniform manner.

In rare circumstances that prevent a student from testing online, the Texas Education Agency (TEA) may grant approval for a paper administration of the reading test for grades 2–12. This manual does not contain instructions for administering a paper TELPAS reading test. If you are directed to administer a paper test, you will need to follow the instructions in the *TELPAS Supplement for Paper Administrations*, which is shipped with the TELPAS test booklets.



Calendar of Events



ARD Resources
LPAC Resources

Scheduling

Each district is responsible for developing a local schedule for the TELPAS assessments during the designated test administration window specified in the Calendar of Events. Your campus coordinator will inform you of the schedule to follow.

Submission of Student Data and Assessment Information for TELPAS

TELPAS is administered as an online assessment program. Two types of information are submitted:

- **Student data consisting of student identification, demographic, and program information**

This information includes the student's Public Education Information Management System (PEIMS) student-ID, name, date of birth, ethnicity/race, number of years in U.S. schools, special language program type, etc. Instructions for entering and verifying this information in the online system are not found in this manual. If you are needed to assist in this process, your campus coordinator will give you a separate set of instructions.

- **TELPAS assessment information**

This information includes students' answers to the reading tests for grades 2–12, the holistic proficiency ratings of each student, rater information, any reading test accommodations used, and any reasons for why a student was unable to be assessed. Instructions for submitting this information are provided in this manual.

Eligibility Requirements

All K–12 ELLs are required to participate in TELPAS, including students classified as limited English proficient (LEP) in PEIMS who have parents who have declined bilingual/ESL program services (PEIMS code C). ELLs are required to be assessed annually until they meet bilingual/ESL program exit criteria and are reclassified as non-LEP.

The rare circumstances in which a student may not be required to participate in one or more TELPAS language domains include:

- **ARD Decision:** In rare cases, it may be necessary for the admission, review, and dismissal (ARD) committee, in conjunction with the language proficiency assessment committee (LPAC), to determine that an ELL receiving special education services should not be assessed in reading, writing, listening, and/or speaking for reasons associated with the student's particular disability. Participation must be considered on a domain-by-domain basis. The reason for not assessing the student must be well-supported and documented in the student's individualized education program (IEP) by the ARD committee and the student's permanent record file by the LPAC.
- **Newly Enrolled ELL—Holistically Rated Domains:** An ELL from another Texas school district, state, or country who enrolls on or after the first day of the TELPAS testing window will not be assessed by the receiving district in the holistically rated domains. However, newly enrolled students in grades 2–12 are required to take the TELPAS reading test.

Test Security and Confidentiality Requirements

All assessment instruments as defined under TEC §39.023 and §39.027, are considered secure, and the contents of these tests, including student information used or obtained in their administration, are confidential. As specified in the *Test Security Supplement* in 19 TAC Chapter 101, each person participating in the student assessment program is required to maintain and preserve the security and confidentiality of all test material and student data, and must also handle this information in strict accordance with the instructions contained in this manual and the *Test Security Supplement*.

Test Security

Test security involves accounting for all secure materials and confidential student information before, during, and after each test administration. Districts must ensure that the only individuals permitted to have access to these materials and information are district personnel who meet the requirements to participate in the Texas student assessment program, have been trained, and have signed the appropriate oath. Further, districts are required to implement the controls necessary to ensure the proper storage and accurate tracking of secure materials throughout each stage of all test administrations. Other steps districts must take to maintain security include placing confidential documentation, such as rating rosters that contain student data, in limited-access locked storage (for example, in a locked closet or cabinet) when not in use. Any scratch paper used during an assessment must also be collected and destroyed immediately after each test administration.

Confidentiality Requirements

Maintaining the confidentiality of the TELPAS program involves protecting the contents of all online assessments and student rating information. This requires compliance with, but is not limited to, the following guidelines.

- All testing personnel who meet the requirements to participate in statewide testing must undergo training and must sign the appropriate security oath affirming that they understand their obligations concerning the security and confidentiality of the TELPAS program before handling secure test materials or administering assessments.
- Upon first accessing the secure online administrative features of the Assessment Management System, trained and qualified testing personnel who will be administering online assessments must read and accept a statement of confidentiality.
- All tests must be administered in strict accordance with the instructions contained in the test administration materials.
- No person may view, reveal, or discuss the contents of an online assessment before, during, or after a test administration unless specifically authorized to

do so by the procedures outlined in the test administration materials. If circumstances necessitate that an online assessment be examined, permission **must** first be obtained from TEA.

- No person may duplicate, print, record, write notes about, or capture (electronically or by any other means) any portion of a secure assessment instrument (paper or online) without prior approval from TEA.
- Only students may respond to test questions.
- Test administrators who have permission to view secure materials in order to provide an approved accommodation must be reminded that they are viewing secure content, and that responding to test questions, recording the information they see, scoring the test, or discussing the content of the test at any time is strictly prohibited. As a reminder of this obligation, these individuals are required to sign a separate section of the test administrator oath.
- No person may review or discuss student responses during or after a test administration unless specifically authorized to do so by the procedures outlined in the test administration materials.

Upon completion, the TELPAS Student Rating Roster and the writing collections must be submitted to the campus coordinator for storage.

Penalties for Prohibited Conduct

In accordance with 19 TAC §101.3031(b)(2) and as described in the *Test Security Supplement*, any person who violates, assists in the violation of, or solicits another to violate or assist in the violation of test security or confidentiality, as well as any person who fails to report such a violation, is subject to the following penalties:

- placement of restrictions on the issuance, renewal, or holding of a Texas educator certificate, either indefinitely or for a set term
- issuance of an inscribed or non-inscribed reprimand
- suspension of a Texas educator certificate for a set term
- revocation or cancellation of a Texas educator certificate without opportunity for reapplication for a set term or permanently

Districts allowing certified or noncertified paraprofessionals (e.g., teacher aides) to access secure materials or to administer tests must identify a certified staff member who will be responsible for supervising these individuals. If a violation of test security or confidentiality occurs under these circumstances, the supervising certified professional is subject to the penalties above.

Release or disclosure of confidential test content is a class C misdemeanor and could result in criminal prosecution under TEC §39.0303, Section 552.352 of the Texas Government Code, and Section 37.10 of the Texas Penal Code. Further, 19 TAC §249.15 stipulates that the State Board for Educator Certification may take any of the above actions based on satisfactory evidence that an educator has failed to cooperate with

TEA in an investigation. In addition, any irregularities in test security or confidentiality may result in the invalidation of students' assessments.

Measures Implemented by TEA to Ensure Test Security and Confidentiality

Maintaining the security and confidentiality of the Texas student assessment program is critical to ensuring valid test scores and providing standard and equal testing opportunities for all students. In accordance with TEC §39.0301, TEA has engaged in ongoing efforts to improve the security of the state assessment program, including the introduction in June 2007 of a comprehensive 14-point plan designed to assure parents, students, and the public that test results are meaningful and valid. More information about the recommendations for implementation of the 14-point Test Security Plan can be found on the Student Assessment Test Security webpage.



Test Security Supplement

Security Oaths and Confidentiality Statements

All district and campus personnel who participate in state-mandated testing or handle secure test materials must meet the eligibility requirements detailed in this manual, be trained, and sign a security oath. Any person who has more than one testing role (e.g., a TELPAS rater who also serves as a reading test administrator) must receive appropriate training and sign a security oath for **each** role. Security oaths can be found in Appendix A.

NOTE: Any certified or noncertified personnel who has access to secure test materials or who administers or assists in the administration of state assessments must be trained and sign a security oath. Noncertified personnel must be under the supervision of certified personnel.

Each oath for TELPAS raters, writing collection verifiers, and test administrators must be read and completed **after** training and **before** handling or viewing any secure test materials or confidential information. Oaths must be returned to the campus coordinator and will be kept on file in the district for at least five years.

Refer to the associated section in the *User's Guide for the Texas Assessment Management System* for more information about the online testing confidentiality statement.



Assessment Management System User's Guide

Testing Irregularities

Incidents resulting in a deviation from documented testing procedures are defined as testing irregularities and are viewed by TEA as falling into one of two categories—serious or procedural.

Serious irregularities constitute severe violations of test security and/or confidentiality and can result in the individual(s) responsible being referred to the TEA Educator Standards and Certification Legal Division for consideration of disciplinary action (including suspension or termination of educator certification credentials). Examples of serious violations involve, but are not limited to, the following:

- directly or indirectly assisting students with responses to test questions
- tampering with student responses
- falsifying TELPAS holistic ratings or writing samples
- sharing answers to the online calibration activities or practice rating activities in the online training courses
- recording, capturing, or keeping notes about specific student profiles during calibration
- viewing secure test content during or after an assessment (unless specifically authorized to do so by the procedures outlined in the test administration materials)
- discussing secure test content, student responses, or student performance
- scoring student reading tests, either formally or informally
- duplicating, recording, or capturing (electronically or by any other means) confidential test content without permission from TEA

Procedural irregularities are less severe, more common, and are typically the result of minor deviations in testing procedures. The following are some examples of procedural irregularities that have been grouped by category.

Eligibility Error

- Eligible students were not rated in one or more domains.
- Eligible students were not administered the grades 2–12 reading test.
- Ineligible students were assessed.

Individualized Education Program (IEP) Implementation Issue

- A student receiving special education services was provided an unapproved or undocumented accommodation or was not provided a prescribed accommodation.

Improper Accounting for Secure Materials

- A rater, test administrator, campus coordinator, or district coordinator lost or misplaced writing collections or other secure materials.

Monitoring Error

- A campus coordinator did not require raters to return confidential materials.
- A test administrator left a room unattended when students or secure materials were present or when secure online tests were open and visible.
- Secure online tests were left open and visible during a lunch break, a short break taken in the testing room, or restroom breaks.
- Testing personnel did not monitor students during a break.
- A test administrator did not ensure that students worked independently during testing.
- Students were not prevented from using cell phones or any other electronic device to take pictures or send messages.
- A student was allowed to remove secure materials from the testing area.

Procedural Error

- A test administrator failed to issue the correct materials, or students were provided nonallowable materials.
- Testing personnel who were not properly trained were allowed to rate students, administer tests, or handle secure materials.
- A test administrator failed to use the test administrator manual or failed to read aloud the bolded test administration directions as outlined in the manual.
- A test administrator failed to remove or cover all instructional displays that might aid students by providing direct answers during testing.
- A TELPAS writing collection was not submitted in accordance with required assembly criteria.
- A test administrator failed to provide a student with the correct student authorization to access the TELPAS reading test.

Reporting of Testing Irregularities

Each person participating in the Texas student assessment program is responsible for reporting any violation or suspected violation of test security or confidentiality. Campus staff should notify their campus or district testing coordinator if they witness an irregularity or suspect that one has occurred, and district testing coordinators should in turn notify TEA. The district testing coordinator must contact the TEA Student Assessment Division immediately to report any incidents involving alleged or suspected violations that fall under the category of a serious irregularity **as soon as the district testing coordinator is made aware of the situation**. Testing personnel should contact TEA if they are unsure about whether an irregularity has occurred or if they are unclear regarding what constitutes a serious violation.

Reporting of Disciplinary Actions Taken Against Students for Cheating on State Assessments

If a district determines that a student has been involved in an attempt to cheat on a state assessment, the district is required to invalidate the student's test. Additional disciplinary action may be taken at the local level in accordance with district policy. Any locally determined disciplinary actions stemming from the cheating must be submitted to TEA via the LDDA online form developed for that purpose, located on the Student Assessment Test Security webpage.

Submission of a separate online incident report form will be necessary **only if** the district determines that adult testing personnel contributed to, caused, or did not detect the cheating due to inadequate monitoring.

For more information about test security, refer to the *Test Security Supplement*.



Test Security Supplement



Test Security Supplement

General Information About TELPAS Reading for Grades 2–12

The TELPAS domain of reading in grades 2–12 is assessed through online multiple-choice tests. The reading tests are designed specifically for ELLs, whose ability to demonstrate general reading skills is often obscured by their emerging understanding of the English language. The tests measure English reading ability according to the TELPAS English language proficiency continuum, which is aligned to the ELPS and based on the stages of second language acquisition of ELLs. Test results help school personnel understand the educational needs of ELLs by providing a measure of the students' current reading proficiency levels and annual progress in learning to read and comprehend the types of texts they encounter in instructional settings.

The TELPAS reading assessments for grades 2–12 consist of six grade cluster tests:

Grade Clusters for 2–12 Reading
2
3
4–5
6–7
8–9
10–12

TELPAS reading tests are not timed. Students must be allowed to work at their individual speed. Once a student begins a test, he or she must complete it on the same day. Districts are not required to test beyond regular school hours but are free to do so if they choose. Districts should exercise judgment about starting a test session after lunch, as some students may not have enough time to work at their individual speed to respond to the test questions before the end of the school day.

Every effort should be made to assess all eligible students. If students are not present for their assigned test session, they should be moved to another test session in the testing window.

Testing Accommodations

With the exception of braille tests, the majority of testing accommodations available for STAAR reading are available for eligible students taking the TELPAS reading tests. Information regarding accommodations allowable for TELPAS online reading tests can be found on the Accommodation Resources webpage.



Accommodation
Resources

If a student with a disability was allowed accommodations, the accommodation type or types must be indicated at the time of testing. The following types of accommodations are included:

- Type 1—accommodations approved locally: This type of accommodation is available for students who meet specific eligibility criteria. The decision to provide a Type 1 accommodation to a student is made by the appropriate team of people at the campus level (e.g., ARD committee in conjunction with LPAC, Section 504 placement committee, RTI team, student assistance team). It is not necessary to submit an Accommodation Request Form to TEA.
- Type 2—accommodations requiring TEA approval: This type of accommodation requires the submission of an Accommodation Request Form to TEA. For accommodations listed in the Accommodation Triangle under Type 2, the appropriate team of people at the campus level (e.g., ARD committee in conjunction with LPAC, Section 504 placement committee, RTI team, student assistance team) determines whether the student meets all of the specific eligibility criteria and, if so, submits an Accommodation Request Form to TEA.

Refer to the Accommodation Resources webpage for more information regarding accommodations for students with disabilities.

In rare circumstances, a student may need a testing accommodation that is not available with an online administration. In such cases, the district coordinator will obtain approval from TEA for a paper administration.

Instructions for administering large-print paper tests can be found in the *TELPAS Supplement for Paper Administrations*, which is shipped with the TELPAS test booklets. Braille tests are not available.

The following procedures are not permitted, as they may invalidate the test.

- Students may not receive reading assistance.
- Students may not use English-language or foreign-language reference materials.
- Test questions and reading selections may not be translated.
- Test questions, answer choices, and selections may not be rephrased, clarified, or read to students.



Accommodation
Resources

Test Administrator Checklist

This checklist will help you keep track of the activities involved in preparing for the administration, conducting the administration, and returning materials. Follow the dates on the Calendar of Events and other dates given to you by your campus coordinator. Check off the steps below as you complete them to make sure you have fulfilled your responsibilities as a test administrator. Detailed instructions for completing each step are included in the following section of this manual. This page may be duplicated as needed.

Prepare for Administration

- ☐ Attend training session on administration procedures.
- ☐ Prepare students for online testing.
- ☐ Become familiar with the administration directions.
- ☐ Create test sessions if so directed.
- ☐ Gather materials for testing.

Conduct Administration

- ☐ Ensure proper testing procedures.
- ☐ Start and monitor test session.
- ☐ Enter “do not score” and accommodations information online for grades 2–12 reading test if so directed.

Complete Administration Process

- ☐ Prepare materials for return.

Prepare for Administration

Attend training session on administration procedures.

All TELPAS reading test administrators are required to have annual training in the administration procedures for TELPAS. Your campus coordinator will schedule and conduct your training session. Read this manual beforehand and bring it to the training session. Make note of any questions you have and ask them at that time. In addition, carefully review the oath of test security and confidentiality for test administrators located in Appendix A. Your oath must be signed in the appropriate section after training and before handling or viewing any secure test materials or confidential information. Your campus coordinator is the contact person for all test-related matters at your campus.

As a test administrator, you are responsible for guiding students through the opening of their tests to get the test started. In addition, you are responsible for maintaining test security and for managing any interruptions, such as restroom or lunch breaks or student illness. If you are needed to manage online functions within the Assessment Management System, you will be assigned one of the following online testing roles, as applicable. Your training will cover your assigned responsibilities.

The online test administrator refers to the person who may start and stop the test session and print student authorizations in the Assessment Management System, and during the test session, guides students through opening their tests, and beginning the test itself. In addition, the online test administrator is responsible for maintaining test security, managing any interruptions to testing, and resuming the students in the session when they are ready to continue the test.

The online session administrator refers to the person who sets up and manages test sessions in the Assessment Management System. In addition, the online session administrator is responsible for entering “do not score” designations for students who do not take or complete the reading test.

It is recommended that personnel involved in managing online test sessions and/or using the online testing technology review the Texas Assessment Management System Practice Center. The Practice Center mirrors the operational site and simulates all activities related to managing test sessions. The Practice Center gives users a place to practice test administration tasks without affecting real student data. Follow your campus coordinator’s instructions about reviewing this resource.



Texas Assessment
Management
System
Practice Center

NOTES



*Assessment
Management
System
User's Guide*

The *Assessment Management System User's Guide*, section 8.2, contains technical information for creating and managing online test sessions. Testing personnel should refer to the user's guide, in combination with this manual, to administer the online reading tests. Although the basic steps for test session management are covered in this manual, the user's guide provides more detailed information about certain tasks related to online testing. Technology personnel with an oversight role in online testing should also refer to the TELPAS section of the *2015 District and Campus Coordinator Manual*.

Prepare students for online testing.

Browser-based TELPAS online reading test student tutorials are available to assist students in becoming familiar with the online testing environment. The student tutorials are optional and separate from the online tests; however, it is recommended that students have the opportunity to access the tutorials for the following reasons:

- Students will increase their familiarity with the TestNav tools.
- There are no sample questions at the beginning of the TELPAS reading tests.

The tutorials include instructions to be read aloud as students learn to use the online interface and become familiar with the variety of test question formats. Students then have the option of working through approximately 20 representative questions independently to practice using the online testing interface.

The time you spend on the tutorials should take into account your students' language needs and computer familiarity.

Students who lack familiarity with the TELPAS online testing interface should be administered the student tutorials prior to testing. Do not plan to complete the tutorial and test on the same day.

As with the administration directions for the TELPAS reading test, the tutorial directions are designed to take into account the language needs of ELLs and the fact that some of them may have limited experience with standardized testing. You may adjust the language and specificity of the tutorial directions to the level of English proficiency of the students.

Accessing the Student Tutorials

The student tutorials are available at the TELPAS Online Reading Test Student Tutorials webpage. The webpage includes links to the browser-based tutorials available for each grade cluster. No downloading or installation is necessary to access and use the tutorials.



TELPAS Online
Reading Test
Student Tutorials

Become familiar with the administration directions.

Prior to testing, familiarize yourself with the administration directions that you will read aloud to students.

The TELPAS reading administration directions take into account the difficulties that some ELLs have in understanding oral administration directions in English, as well as some students' limited experience with standardized testing.

- Sentences are shorter, the language is simpler, and the instructions are more explicit.
- You are permitted to adjust the language and specificity of the administration directions to the level of English proficiency of the students in your test session. This means that you may shorten the directions, explain them further, simplify an explanation, or state the information in a different way in order to make the directions more understandable or suitable for your students. **You must not, however, change the substance of the information contained in the directions.**
- You are permitted to translate into the native language of your students the administration directions that you read aloud to the students before the test. (Test questions and reading selections, however, must not be translated.)

The instructions you read aloud to students will help them understand the nature of the TELPAS reading tests.

- The administration directions explain to students that they will encounter questions that vary in difficulty, depending on how much English they know, and that this range of difficulty will help measure their progress in learning English from year to year.
- The directions explain to students that they should do their best on the test questions they understand and that they may leave answers to questions they do not understand blank or choose the answers they think might be correct.
- More difficult reading selections are interspersed with easier selections so that the most difficult selections are not grouped together or all toward the end of the test. A student who expresses concern about a selection that is too difficult to understand should be encouraged to continue working through the test, as easier selections are likely to follow.

Create test sessions if so directed.

Test sessions are electronic groupings of students within the Assessment Management System. Typically, students in a given test session will take the same test at the same time in the same location. After students have been entered into the system and key student identification information has been verified, they must be assigned to a test session. Students must be placed in test sessions before they can take the online reading test. Your campus coordinator may assign you the role of online session administrator so that you can create and modify test sessions.

Student responses for paper administrations of TELPAS reading tests are submitted through the Assessment Management System. Steps for creating separate test sessions for students approved by TEA for a paper administration of TELPAS are found in the *TELPAS Supplement for Paper Administrations*. The steps listed below are specific to online administrations of TELPAS.

Creating a New Test Session

Before creating a new test session, contact your campus coordinator or online session administrator to ensure that TestNav has been configured. If your campus coordinator directs you to create a test session, complete the following steps:

1. Go to Test Management > Manage Test Sessions.

If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.

2. Click the **New Session** button to go to the *New Test Sessions* screen.

The **New Session** button will be disabled and you will not be able to create a test session if you do not have access to create test sessions.

3. Enter the session details.

You must enter a session name and select a campus before the remaining session details can be selected. Follow any special instructions your campus coordinator gives you. Select “Online” under the Form Group Type drop-down menu for online administrations.

Scheduling a date and time for a new test session is intended primarily for planning purposes. A test session will not start until you click the **Start** button on the *Session Details* screen, regardless of the scheduled start date and time.

4. Click the **Save** button after entering all session details.
5. After saving the new test session, click the *Go to session [session name]* link to open the *Session Details* screen.



Texas Assessment
Management
System

Adding Students to a Test Session

After creating a new test session, you must add groups or individual students to the session. To add groups or students to a test session, complete the following steps:

1. From the *Session Details* screen, click the **Add Students** button.

The groups and students available to add to a test session are dependent on the current organization and the test that you selected when you created the test session.
2. Select “Groups” or “Students” from the **View By** options set.
 - If you know the student’s PEIMS ID, you can quickly locate a student by filtering on the PEIMS ID field using the “Students” **View By** options set.
3. Select the checkbox for the group(s) or the student(s) you want to add, and then click the **Add to Session** button.
4. After you have finished adding students to the session, return to the *Session Details* screen. The students you added to this session are listed on the Session Roster.
5. Click the **Session Roster** button to open a print-friendly PDF that includes the session details and the students in the session. Review the Session Roster to ensure that it is complete and accurate.

Modifying a Test Session

You may want to modify an existing test session (e.g., add/remove students, change the start time, etc.). To modify a test session, complete the following steps:

1. Go to Test Management > Manage Test Sessions.

If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.
2. Click the session name to go to the *Session Details* screen.
 - To modify the session details, click the **Edit** button.
 - To add a student to the test session, click the **Add Students** button (refer to “Adding Students to a Test Session” above).
 - To remove a student from the session, select the checkbox next to the student’s name and click the **Remove** button. (You cannot remove a student from a session who has a status of “Submitted,” “Completed,” or “Marked Complete.”)
 - To delete the session, go to *Manage Test Sessions*. Select the checkbox for the session and click the **Delete** button. (Note that all students must be removed from a session before it can be deleted.)



Moving Students to Another Test Session

If students are not present for their assigned test session, they should be moved to another test session in the testing window.

To move students from their current session to either a new session or another existing session, complete the following steps:

1. From the *Session Details* screen, select the checkbox for each student to be moved. (You cannot move a student from a session if the student has a status of “Submitted,” “Completed,” or “Marked Complete.”)
2. Click the **Move** button to go to the *Move Students* screen.
3. Select either an existing test session or create a new test session to which the students will be moved.
 - If you create a new session, the values for campus and test to be administered are carried over from the previous session.
4. After selecting an existing session or creating a new session, click the **Move Students** button to move the selected students. Click the **Yes – Move Students** button on the confirmation screen.

Contact your campus coordinator if you have questions about creating or modifying test sessions. If necessary, Pearson’s Austin Operations Center can be contacted at 800-627-0225.



Assessment
Management
System
User's Guide



Texas Assessment
Management
System

Gather materials for testing.

Test administrators need the following materials on the day of testing:

- a copy of this manual
- seating chart
- Session Roster(s) (a list of students assigned to the test session)
- printed student authorizations (secure documents that provide unique TestNav login information for each student)
- scratch paper for each student
- pencils for use with the scratch paper

It is recommended that you also have access to the *Assessment Management System User's Guide*. This document contains additional information that may be necessary for managing the technological aspects of online test sessions.

Generating and Printing Student Authorizations

Each student must have a student authorization in order to log in to a test. Student authorizations contain the Web address to access TestNav and a unique username and test code needed to log in.

You can print student authorizations any time before students in the session log in to the test. The authorizations must be kept in a secure location until the test is administered and must be turned in to the campus coordinator after the test session is over.

To print student authorizations for students in a particular session, complete the following steps:

1. Go to Test Management > Manage Test Sessions.
2. Click the session name to go to the *Session Details* screen.
3. Click the **Authorizations** button and select the preferred option from the Student Authorizations menu.
4. Print the PDF using the print function in your PDF-viewing software.

Contact your campus coordinator if you have questions about printing student authorizations.

Conduct Administration

Ensure proper testing environment and proper testing procedures, and answer questions.

The campus coordinator will help test administrators conduct test sessions under the best possible conditions. Following the procedures listed will ensure the security and confidentiality of the TELPAS assessment and the uniform evaluation of all students throughout the state.

A test administrator who has been trained in general test administration procedures as well as TELPAS reading testing procedures must be present in the testing room at all times during testing.

Note that student authorizations must be kept in a secure location until the day of the test.

Scheduling

- A student who arrives after a test session has begun may be tested if sufficient time remains in the day to provide the student with the allowed time for testing. Also, the student may only test if he or she has not had the opportunity to interact with other students who have been administered the same test.
- Every effort should be made to administer the TELPAS reading test to students who are absent on a given day of testing within the TELPAS window. If students are not present for the test session for which they were originally scheduled, they should be moved to another test session and assessed later in the testing window.

The 2015 TELPAS reading test must be administered during the testing window specified in the Calendar of Events.

Testing Environment

- No element of the testing room's environment should hinder any student's performance.
- A "Testing—Do Not Disturb" sign should be posted outside the testing room.
- Bulletin boards and instructional displays that could aid students during testing must be covered or removed.

- Clocks (either analog or digital) in the testing room do not have to be covered or removed.
- All desks or computer work stations used for testing must be cleared of books and other materials not required for the test.

Testing Procedures

- Districts are required to have procedures in place to prevent the use of cell phones and personal electronic devices during test administrations. Electronic devices can disrupt the testing environment and compromise the security and confidentiality of the test. Students are **NOT** permitted Internet access during testing.
- A trained test administrator must be present in each testing room at all times during testing.
- Test administrators must complete seating charts for each test administration.
 - Seating charts must include the names of the students testing, the location of each student while testing, and the names of all test administrators/monitors involved in the session.
 - Additional seating charts must be completed if students are moved to another room during testing.
- Test administrators may not view or discuss individual test questions or responses unless specifically directed to by the test procedures.
- Test administrators should ensure that students' responses remain confidential.
- Students are not allowed to talk to one another while testing is in progress.
- Each student must be allowed to work at his or her individual speed. Because the reading test is **untimed**, each student must be allowed to have as much time as necessary to respond to every test question. Districts are not required to test beyond the regular school hours, but they are free to do so if they choose. Districts should exercise judgment about starting a test session after lunch, as some students may not have enough time to work at their individual speed to respond to the test questions before the end of the school day.
- Students must not use reference materials.
- Students are allowed to use scratch paper. All scratch paper must be turned in to the campus coordinator after testing.
- Test administrators must actively monitor the testing room while students are working. Test administrators should confirm that students do not have access to nonallowable materials.
- After they submit their tests online, students may be allowed to quietly read books or leave the testing room.
- Before a student who has finished testing leaves the room, the test administrator must ensure that the student's test is in "Completed" status.

Immediately after the testing session, return the test materials that your campus coordinator distributed to you.

You are responsible for test security and confidentiality in the testing room. If a situation arises that you do not know how to resolve, contact your campus coordinator.

Report in writing any violation of test security and confidentiality to your district coordinator, providing copies of any correspondence to your campus coordinator and principal.

Test questions are considered secure information at all times. No unauthorized viewing, discussion, or scoring is allowed. All personnel in the test sessions must be thoroughly familiar with the test security and confidentiality requirements in the test administration manuals.

Answering Questions

You may answer questions about test directions or procedures. You are **NOT** allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, **“I can’t answer that for you; just do the best you can.”**

Test administrators and school personnel are **NOT** allowed to

- translate test questions or reading selections into another language;
- rephrase or add information to test questions or reading selections;
- provide reading assistance to students;
- discuss test content with anyone before, during, or after testing; or
- score test questions or discuss with students how they performed.

NOTE: Test administrators are allowed to translate test administration directions into the student’s native language or sign test administration directions to a student who is deaf or hard of hearing.

Computer Monitor Glare

Glare from computer monitors may cause student fatigue. If a student experiences glare, correct this by adjusting the student’s seating or the angle of the computer screen, or by taping a blank, unused sheet of heavy paper or a folder to the top of the screen.

Breaks

Students may be allowed to take breaks in the testing room during a test session. Test administrators should be attuned to students’ need for breaks and determine whether breaks are necessary. Breaks are encouraged to avoid fatigue. Testing staff may adjust student workstations or turn off monitors during breaks if students are bothered by glare from their monitors.

NOTES

During breaks, students must not discuss the contents of the test. At grades 6 or higher, allow only one student at a time to take a restroom break. At grades 2–5, the entire class may take a restroom break, if necessary. If taking restroom breaks with younger students, the students must remain together and be closely monitored by a trained test administrator to ensure the contents of the test are not discussed.

At least one test administrator in the testing room needs to be well-trained on how to exit and resume online tests when giving breaks.

Lunch

If testing continues into the normal lunch period, students should be allowed to break for lunch. Students should exit their test prior to the lunch break. Students must **NOT** click the *Final Submit* button at this time. If a student prematurely submits their test, contact your campus coordinator, who will call Pearson's Austin Operations Center for assistance. During lunch the students must remain together and be closely monitored by a trained test administrator to ensure that the contents of the test are not discussed.

Emergencies

Occasionally an emergency will arise and a student may need to leave the testing room for a brief time. If time allows, instruct the student to exit the test. The student must **NOT** click the *Final Submit* button at this time.

School Emergencies

In the event of a schoolwide emergency that causes a disruption in testing, ensuring the safety of students is top priority. In the case of online administrations, testing staff should not instruct students to exit their test sessions. Students should leave and go quietly outside, following the school's regulations for exiting the building. Test administrators must closely monitor their testing groups to make sure that no one discusses the test. The students should resume testing once the building has been cleared for reentry.

Campus coordinators should report the event to the district coordinator. If the emergency prevents students from resuming testing, the district coordinator should call TEA's Student Assessment Division at 512-463-9536 for guidance on how to proceed.

Changing Testing Rooms

The tests are untimed. Students should be given as much time as they need to finish the test, although they are required to finish the test the same day it is started. In certain circumstances, it may be necessary for students to move to another testing room. Test administrators and campus personnel must ensure a proper testing environment in the new location and maintain proper testing procedures during the transition. Another seating chart must be filled out for the new location.

Start and monitor test session.

Starting and Monitoring a Test Session

The following instructions explain how to

- start a test session
- monitor student status during a test session
- exit a student's test
- resume a student's test
- stop a test session

Starting a Test Session

Before starting a test session, contact your campus coordinator or online session administrator to ensure that proctor caching activities have been completed. A test session must be started before any students can log in to TestNav and begin the test. A test session does not start until you click the **Start** button on the **Session Details** screen, regardless of the scheduled start date and time. To start a test session, complete the following steps:

1. Go to Test Management > Manage Test Sessions.
If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.
2. Click the session name to go to the *Session Details* screen.
3. Review the session details, then click the **Start** button to start the session.
 - After verifying which students are present and ready to test, you can add or remove students as necessary.



Texas Assessment
Management
System

Refreshing a Session's Testing Status

After a test session is started and students log in, you can monitor the status of all students in the session via the *Session Details* screen. To monitor a test session, complete the following steps:

1. Click the *Refresh* link in the Status column of the student list on the *Session Details* screen to refresh the data on the screen.
 - Click the *Refresh* link periodically during the test session to update the students' testing statuses.
 - The text in the Status column indicates students' real-time test statuses. Below is a description of each possible status.

Status	Explanation
Ready	The student has not yet started the test.
Active	The student has logged in and started the test.
Exited	The student has exited TestNav but has not submitted the answers. (Student cannot resume testing unless authorized by test administrator.)
Resumed	The student has been authorized to resume the test.
Resumed-Upload	The student has been authorized to resume the test, and any responses saved locally can be uploaded when the student is ready to continue testing. The student will be prompted to get assistance from the test administrator to upload saved responses.
Completed	The test has been submitted by the student through TestNav and the data has been processed.
Marked Complete	<p>The student has exited TestNav and will not resume the same test, or the student never logged in to this test and will not have another opportunity to test within the administration but must be accounted for.</p> <p>Click the <i>Marked Complete</i> icon to view the reason that the test was marked complete.</p>

Exiting a Student's Test

If a student needs to exit TestNav temporarily (for example, to take a break) before finishing the test, complete the following steps:

1. Click the "X" at the top right corner of the screen.
2. In the first pop-up message, select "I want to exit this test and finish later" and then click the **Finish Later** button.
3. In the second pop-up message, click the **Close TestNav** button.

Exiting TestNav does **NOT** send students' tests for scoring. Exiting the test is for student breaks or if a student must be moved to another location. If the student inadvertently chooses the **Final Submit** button, contact your campus coordinator.

Resuming a Student's Test

If a student exits TestNav (either unintentionally or intentionally) before completing a test, then the student's test must be resumed by the test administrator before the student can continue with the same test. The system will automatically choose the appropriate method to resume a student's test.

To resume a student's test, verify that the browser is closed for each affected student and then complete the following steps:

1. Return to the *Session Details* screen and select the checkbox next to that student's name.
 - You cannot resume a student who has a "Ready," "Resumed," "Resumed-Upload," or "Marked Complete" status.
2. Click the **Resume Test** button to resume all students you checked.
 - The student's status changes to "Resumed" (if the student was in "Exited" status) or "Resumed-Upload" (if the student was in "Active" status).
3. Relaunch the student's browser. Type the TestNav web address in the browser's address bar and then press the *Enter* key. The student can be logged in using the same username and test code from the original student authorization if the student is in the same test session.
 - The test has now been resumed and will begin on the last or second-to-last question the student responded to before exiting the test. The student can now continue with the test.
 - The student's status changes to "Active" after logging in to TestNav.

Stopping a Test Session

Students must submit answers in order for their tests to be scored and for your district to receive test results for the students. Students (or their test administrators) must click the **Final Submit** button to send students' tests for scoring. After all students have completed the test and submitted their responses, you should stop the session.

To stop a test session, complete the following steps:

1. Ensure that each student's status is "Completed" or "Marked Complete" on the *Session Details* screen.
2. Click the **Stop** button to stop the test session.

Refer to the *Assessment Management System User's Guide* for more detailed information, including screen shots, about starting and monitoring test sessions.

Contact your campus coordinator if you have questions about test sessions. If necessary, Pearson's Austin Operations Center can be contacted at 800-627-0225.



*Assessment
Management
System
User's Guide*

Enter “do not score” and accommodations information online for grades 2–12 reading test if so directed.

The campus coordinator or online session administrator will be responsible for entering “do not score” information in the Assessment Management System for any student who does not take or complete the reading test. You or other designated testing personnel will be responsible for entering any reading test accommodation information for students. If you are assigned to enter this information and have any questions, ask your campus coordinator for assistance.

If a student has been approved to take a paper administration of the grades 2–12 TELPAS reading tests, all holistic ratings, reading test information (including student responses), and other student information must be entered into the Assessment Management System. This information will no longer be submitted on a paper answer document.

Entering Do Not Score and Accommodations Information

In most cases, a “do not score” designation should be entered when the test is marked complete. The *Mark Test Complete* screen includes a drop-down menu of “do not score” reasons. However, if a student submitted a test and a do not score reason needs to be chosen, or if accommodations information needs to be entered, you will need to make these selections from the *Student Test Details* screen.

1. Go to Test Management > Manage Test Sessions.

If the current test administration is not the 2015 Spring TELPAS Grades K–12 administration, click the *Change* link next to the current test administration name to change the administration.

2. Click the session name to which the student belongs.
3. Click a student’s name to open the *Student Test Details* screen for the student.
4. Click the **Edit** button.
5. Select the reading “do not score” (Score Code) designation and accommodations information for the student.

Note that accommodations fields are displayed only after the student has completed the test.

6. Click the **Save** button.



Texas Assessment
Management
System

If at any time information on the *Student Test Details* screen is entered or changed, the **Save** button must be clicked.

Tests to Be Scored

A student's test is automatically scored when the student clicks the **Final Submit** button at the end of the test. It is not necessary to make a selection in the Score Code drop-down menu for a test to be scored.

Do Not Score Designations

In the event that a student does not take or complete the reading test for grades 2–12, one of the following “do not score” designations must be selected when marking the student's test complete.

A = Absent

Student absent throughout the testing window.

A student should **NOT** be marked absent if the student was absent on the testing days but also fits one of the score designations below.

X = ARD Decision

Student does not participate in the grades 2–12 reading test on the basis of the student's disability, as determined by the ARD committee in conjunction with the LPAC and documented in the student's IEP.

The test should be a meaningful measure of English language proficiency in reading for the vast majority of ELLs receiving special education services. A decision not to assess a student should be rare.

O = Other Student Not to Be Scored

Student experiences a test administration irregularity or illness during testing.

Marking a Test Complete

A student's test should only be marked complete in a “do not score” situation or in the event the student forgot to select the **Final Submit** button and simply exited out of the test.

If a student has accidentally logged in as another student or the test administrator has logged in a student who is absent on that day of testing, do **NOT** mark the test as complete.

If your campus coordinator directs you to mark a student's test as complete, complete the following steps:

1. Return to the *Session Details* screen and select the checkbox next to the student's name.

NOTES

2. Click the **Mark Test Complete** button to go to the *Mark Test Complete* screen.
3. Enter the “do not score” reason for marking the test complete.

NOTE: If you are marking the test as complete due to a student forgetting to submit, choose Score as the reason on the *Mark Test Complete* screen.

4. Click the **Save** button.

The student’s status will then appear as “Marked Complete.”

Some user roles do not have access to the **Mark Test Complete** button. If you do not have access to the button, contact your campus coordinator for instructions for completing “do not score” information.

NOTE: The student cannot take the test if the student’s test is marked complete. If you mistakenly mark a student’s test complete, contact your campus coordinator, who will contact Pearson’s Austin Operations Center for assistance.

Accommodations Information

If a student with a disability was allowed accommodations, the accommodation type or types must be indicated in the Accommodations drop-down menus on the *Student Test Details* screen. The following accommodations are included for TELPAS:

- General Accommodation (GA)—Select “1=Yes” from the drop-down menu if a Type 1 or Type 2 accommodation was made available to the student.
- Extra Day (XD)—Select “1=Yes” from the drop-down menu next to “Extra Day” if this accommodation was approved by TEA and made available to the student. An Accommodation Request Form must be submitted to and approved by TEA before a student receives an Extra Day accommodation.
- Large Print (LP)—Select “1=Yes” from the drop-down menu next to “Large Print” if this accommodation was made available to the student during a TEA-approved paper administration.

If the student does not receive testing accommodations, the fields should be left in the “<select>” position.

Refer to the Accommodation Resources webpage for more information regarding accommodations and how to categorize them. Information about accommodations used by the student is collected as part of federal reporting requirements but is not associated with student performance.

Contact your campus coordinator if you have questions about entering scoring or accommodations information. If necessary, Pearson’s Austin Operations Center can be contacted at 800-627-0225.



Accommodation
Resources

Absent Students

Every effort should be made to administer the TELPAS reading tests to students who are absent on a given day of testing. If students are not present for the test session for which they were originally scheduled, they should be moved to another test session later in the testing window.

NOTES

Complete Administration Process

Prepare materials for return.

Review the accuracy of any scoring information, accommodation types, and other student data you have been asked to enter in the Assessment Management System.

Return the following TELPAS materials to the campus coordinator:

- signed oath of test security and confidentiality
- seating chart
- Session Roster(s)
- student authorizations (secure documents)
- scratch paper
- this manual
- any other testing resources as instructed

Your oath will be kept on file for at least five years.

Starting the TELPAS Reading Test

Grades 2–5

The test session must be started on the designated test administrator's workstation, and the test administrator will need to have a student authorization for each student. Before students in grades 2–5 can begin the test, the test administrator should launch a browser on each student's computer, enter the TestNav web address, and enter the username and test code found on each printed student authorization. This can be done before or after students arrive. If test administrators follow these steps before students arrive, they must ensure that test security is maintained at all times.

Follow the steps below for each student in grades 2–5.

1. Open a browser on each student's computer.
2. Enter the TestNav web address exactly as it appears on the student authorization.
3. Hit the *Enter* key. The TestNav login screen will appear.
4. Enter the username in the *Username* field exactly as it appears on the student authorization.
5. Enter the test code in the *Test Code* field exactly as it appears on the student authorization.
6. Click the **Login** button. A screen showing the TELPAS administration name and the grade cluster of the test will appear.

Grades 6–12

For students in grades 6–12, test administrators will guide students through the login process using the administration directions beginning on page 37.

If you receive an error message on any computer while completing the steps above, consult a member of your technology staff or your campus coordinator, who will contact Pearson's Austin Operations Center.



TELPAS
Introduction
Screen for Test
Administrators

Administration Directions—Grades 2–5

The TELPAS reading test is untimed. Allow students all the time they need to complete the test. Depending on their proficiency level and other factors, some students may need more time than others.

Before students in grades 2–5 begin the test, you must launch TestNav on each student's computer and enter the username and test code found on each printed student authorization. Refer to the previous page for steps to complete this task.

The administration directions are written in a way that assumes students have had the opportunity to experience this year's TestNav format for TELPAS through the use of the recommended tutorials, as described on page 13. You may access and print an enlarged screen shot of the introduction screen so that you can point to the various tools as you explain them, if necessary.

Distribute the following materials to the students if they do not already have them:

- scratch paper
- pencils for use with the scratch paper

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, change the substance of the information given in the directions. Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* or text boxes is information for you and may not be read aloud to students. You may repeat the directions as many times as needed.

SAY

Today you will take a reading test on the computer. This test is for students who are learning the English language. This test will show how much English students learn from year to year. Students who know a lot of English may find some test questions very easy. Students who know just a little English may find some test questions very hard. If you are just learning English, do not worry about the parts of the test that are difficult to understand. Just do the best you can on the parts of the test you understand.

Look at your computer. Does everyone see the TELPAS introduction screen?

Assist any students whose computers do not display this screen.

SAY **Let’s look at this screen together. Look at the top of your computer screen. Find your name. Raise your hand if you do not see your name.**

Help any students having difficulty finding their name. You may wish to point to the top right corner of the computer screen. If the name of another student appears on the computer screen, close TestNav and log the student in to the test again. If necessary, reprint a new student authorization. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Now look below the word “READING.” Find the grade. Make sure it includes your grade. Raise your hand if you do not see your grade.**

Help any students having difficulty finding the grade. If an incorrect grade appears on the computer screen, close TestNav and log the student in to the test again. If necessary, reprint a new student authorization. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Look at the bottom of the screen. Do you see the blue button that says “Next”? Raise your hand if you do not see the Next button.**

*Help any students having difficulty finding the **Next** button. You may wish to point to the **Next** button on the computer screen. When students are ready, continue.*

SAY **Be careful when you click buttons on this test. You click the Next button to go to the next question. You click the Previous button to go back to a question.**

*Help any students having difficulty with the **Previous** button.*

SAY **When you start the test, some selections you read will have more than one page. Remember that you will click the arrows at the bottom of the selections to turn the pages.**

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”).

For grades 3–5 only:

SAY If you want, you may use the tools at the top of your screen during the test.

Look at the tool that has a red “X” on it at the top of the screen. It can help you cross out wrong answers. To remove the red X, click the answer again. Does everyone see this tool?

Point to this tool in the upper left corner of the computer screen. Assist any students having difficulty locating this tool.

SAY You can mark words or sentences in a story or in a question by using the Highlighter tool. Find the Highlighter tool at the top of the screen. It looks like a yellow marker.

If you want to take away marks that you make with the highlighter, you can use the Eraser tool. The Eraser tool is at the top of the screen and looks like a pink eraser. Does everyone see the Highlighter tool and the Eraser tool?

Point to the Highlighter and Eraser tools in the upper left corner of the computer screen. Assist any students having difficulty locating and using these tools.

SAY You can use the pencil tool to make marks on the screen. Find the pencil tool at the top of the screen. It looks like a green pencil. If you want to take away marks that you make with the pencil tool, you can use the Eraser tool.

You can use the notepad tool like scratch paper to write down your ideas. Find the notepad tool at the top of the screen. It looks like a notebook.

Point to the pencil and notepad tools at the top of the screen. Assist any students having difficulty locating and using these tools.

SAY To use a tool, you have to turn it on by clicking the picture of the tool one time. When you are done using the tool, turn it off by clicking the picture of the tool again. Do you have any questions about how to turn the tools on and off?

Now look at the bottom of the screen and find where it says *Flag for Review*. You can click *Flag for Review* to mark a test question you want to review later.

Point to the Flag for Review icon.

SAY Now find the numbers 1, 2, 3, and so on at the bottom of the screen. When you click *Flag for Review*, a yellow flag will appear above the number of the question you are working on. For example, if you are working on question 2 and click *Flag for Review*, you will see a yellow flag above the number 2.

Point to these as necessary and assist any students having difficulty.

SAY You may also click the *Section Review* button at any time to look at questions you flagged for review. Does everyone see the *Section Review* button?

After helping any students who need it, continue.

SAY You will take the rest of this test by yourself. When you take this test, make sure to pay attention to the directions. Each new section of the test has directions for you to read. You may raise your hand during the test if you need help with directions or with your computer. I will not be able to help you answer any test questions. If you do not know the answer to a question, you may leave the answer blank, or you may choose the answer you think might be correct. The important thing is that you do your best on the parts of the test you can understand.

You may change your answer to any question at any time during the test. Just click the circle next to the new answer you choose. You will see a black dot inside the circle for the new answer, and the dot for the other answer will go away.

If you want to make notes as you take the test, you may use the paper and pencil I gave you. I will collect the paper after the test.

You will have all the time you need to complete the test.

When students are ready, continue.

SAY When you finish the test, you will see a stop sign. Raise your hand, and I will come help you close your test. Then please be quiet until everyone has finished. You may quietly read a book if you have one. Does anyone have any questions?

Answer all questions before continuing.

SAY If there are no more questions, click the *Next* button and begin the test.

While students are working, move around the room to see that students are following directions.

NOTES

*You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “**I can’t answer that for you; just do the best you can.**”*

Test administrators must be actively engaged in observing students’ behavior at all times during the administration of state assessments. It is your responsibility to ensure that students do not look at the answers of other students and do not have materials available that are not allowed, such as cell phones. Test administrators may not view or discuss individual test questions or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

The first part of the test contains easier questions. Later in the test, more difficult reading selections are mixed with easier selections. If a student expresses concern because a selection is difficult, encourage him or her to keep working because easier selections will likely follow, and explain again that he or she may leave answers blank if a passage is too difficult to understand. If the student becomes overly frustrated or anxious, do not require him or her to complete the test. Submit the test for scoring.

Remember that you may give students brief breaks in the testing room, as needed. The entire class may take a restroom break. Refer to pages 21–22 for information about exiting the online test during breaks.

*As students finish, click the **Exit** button at the top right of their screens. Select “I am finished with this test and I want to submit my final answers” in the pop-up box then click the **Final Submit** button and exit TestNav. Students may read books or be allowed to leave the room after they have finished. If they remain in the testing room, they should be reminded not to talk while others are still working.*

After all tests have been submitted for scoring, you must stop the test session on your workstation. Follow the instructions on page 25 to stop the test session. Collect any scratch paper used by the students. The scratch paper and the student authorizations must be turned in to your campus coordinator to be destroyed.

**UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF
SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.**

Administration Directions—Grades 6–12

The TELPAS reading test is untimed. Allow students all the time they need to complete the test. Depending on their proficiency level and other factors, some students may need more time than others.

The administration directions are written in a way that assumes students have had the opportunity to experience this year's TestNav format for TELPAS through the use of the recommended tutorials, as described on page 13. You may access and print an enlarged screen shot of the introduction screen so that you can point to the various tools as you explain them, if necessary.

Note that the test session must be started on your workstation and that you will need to have a printed student authorization for each student.

Distribute the following materials to the students if they do not already have them:

- scratch paper
- pencils for use with the scratch paper

Read aloud the following directions. You may paraphrase, translate, shorten, or repeat the directions as needed to best communicate with the students in your test administration. You must **NOT**, however, change the substance of the information given in the directions. Text that is printed in **bold** type and preceded by the word “**SAY**” is for you to read aloud. Text in *italics* or text boxes is information for you and may not be read aloud to students. You may repeat the directions as many times as needed.

SAY **Today you will take a reading test on the computer. This test is for students who are learning the English language. This test will show how much English students learn from year to year. Students who know a lot of English may find some test questions very easy. Students who know just a little English may find some test questions very hard. If you are just learning English, do not worry about the parts of the test that are difficult to understand. Just do the best you can on the parts of the test you understand.**

Students in grades 6–12 will log in to TestNav by following the read-aloud directions below. However, you may wish to log in to TestNav for students at lower proficiency levels.

SAY **Now we will log in to the test through TestNav. I will read the instructions, and you follow along on the computer. If you have any questions, raise your hand and I will help you. I am going to give a**



TELPAS
Introduction
Screen for Test
Administrators

student authorization to each of you. You will use the information on the student authorization to log in to the test. Does anyone have any questions? If so, please raise your hand.

Pass out the student authorizations.

SAY Does everyone have a student authorization? If not, please raise your hand.

Make sure students have a student authorization. When students are ready, continue.

SAY Now open a browser window from the desktop of the computer.

Assist any student having difficulty.

SAY Find the website address on your student authorization. Type the website address into the address bar now.

You may write the website address on the board.

SAY Press the *Enter* key. The *TestNav* login screen will appear.

Look at your student authorization and find your username. Type the username into the *Username* field exactly as it appears on the student authorization.

Assist students as needed.

SAY Look at your student authorization and find the test code. Type the test code in the *Test Code* field exactly as it appears on your student authorization. Raise your hand if you need help entering your test code.

Now click the *Login* button. It may take a little while for the test to appear on your computer.

Check to see if everyone has successfully logged in to the test.

SAY Look at your computer. Does everyone see the TELPAS introduction screen?

Assist any students whose computers do not display this screen.

SAY Let's look at this screen together. Look at the top of your computer screen. Find your name. Raise your hand if you do not see your name.

*Help any students having difficulty finding their name. You may wish to point to the top right corner of the computer screen. If the name of another student appears on the computer screen, close *TestNav* and log the student in to the test again. If necessary, reprint a new student*

authorization. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **Now look below the word “Reading.” Find the grade. Make sure it includes your grade. Raise your hand if you do not see the grade.**

Help any students having difficulty finding the grade. If an incorrect grade appears on the computer screen, help the student close TestNav and log in to the test again. If necessary, reprint a new student authorization. Consult your campus coordinator if necessary. When students are ready, continue.

SAY **There are also blue buttons at the bottom of the screen. Do you see the blue button that says “Next”? Raise your hand if you do not see the Next button.**

*Help any students having difficulty finding the **Next** button. You may wish to point to the **Next** button on the computer screen. When students are ready, continue.*

SAY **Be careful when you click buttons on this test. You click the Next button to go to the next question. You click the Previous button to go back to a question.**

*Observe students as they click the **Previous** button. Assist any students having difficulty navigating to the next or previous screen.*

SAY **When you start the test, some selections you read will have more than one page. Remember that you will click the arrows at the bottom of the selections to turn the pages.**

If students are unfamiliar with the term “selection,” explain what it means (for example, “story”).

SAY **If you want, you may use the tools at the top of your screen during the test.**

Look at the tool that has a red “X” on it at the top of the screen. It can help you cross out wrong answers. To remove the red X, click the answer again. Does everyone see this tool?

Point to this tool in the upper left corner of the computer screen. Assist any students having difficulty locating this tool.

SAY **You can mark words or sentences in a selection or in a question by using the Highlighter tool. Find the Highlighter tool at the top of the screen. It looks like a yellow marker.**

If you want to take away marks that you make with the highlighter, you can use the Eraser tool. The Eraser tool is at the top of the

NOTES

screen and looks like a pink eraser. Does everyone see the Highlighter tool and the Eraser tool?

Point to the Highlighter and Eraser tools in the upper left corner of the computer screen. Assist any students having difficulty locating and using these tools.

SAY You can use the pencil tool to make marks on the screen. Find the pencil tool at the top of the screen. It looks like a green pencil. If you want to take away marks that you make with the pencil tool, you can use the Eraser tool.

You can use the notepad tool like scratch paper to write down your ideas. Find the notepad tool at the top of the screen. It looks like a notebook.

Point to the pencil and notepad tools at the top of the screen. Assist any students having difficulty locating and using these tools.

SAY To use a tool, you have to turn it on by clicking the tool one time. When you are done, turn the tool off by clicking the tool again. Do you have any questions about how to turn the tools on and off?

Now look at the bottom of the screen and find where it says *Flag for Review*. You can click *Flag for Review* to mark a test question you want to review later.

Point to the Flag for Review icon.

SAY Now find the numbers 1, 2, 3, and so on at the bottom of the screen. When you click *Flag for Review*, a yellow flag will appear above the number of the question you are working on. For example, if you are working on question 2 and click *Flag for Review*, you will see a yellow flag above the number 2.

Point to these as necessary and assist any students having difficulty.

SAY You may also click the *Section Review* button at any time to look at questions you flagged for review. Does everyone see the *Section Review* button?

After helping any students who need it, continue.

SAY You may change your answer to any question at any time during the test. Just click the circle next to the new answer you choose. You will see a black dot inside the circle for the new answer, and the dot for the other answer will go away.

You may also use the *Section Review* button if you want to return to any test question. Clicking this button opens a review screen that

lists all the reading passages and questions. The column on the right will show you that you have either answered the question or left it blank. You can go to any question by clicking the question number in the left column. You may close this list by clicking the *Return to Test* button in the top right corner. Are there any questions?

*Assist any students having difficulty finding the **Section Review** button. When students are ready, continue.*

SAY

You will take the rest of this test by yourself. When you take this test, make sure to pay attention to the directions. Each new section of the test has directions for you to read. You may ask me for help with the computer and the directions if you need to. But I will not be able to help you answer any test questions. If you do not know the answer to a question you may leave the answer blank, or you may choose the answer you think might be correct. The important thing is that you do your best on the parts of the test you can understand. If you need to make notes as you take the test, you may use the paper and pencil I gave you. I will collect the paper after the test.

You will have all the time you need to complete the test. You will see a stop sign at the end of the test. You may click *Next* to go to the review screen that has a list of all of the test questions. You may check over your answers on the review screen and return to any questions that you flagged for review. When you have checked your answers, click the *Continue to Test Overview* button and then click the *Submit and Exit Test* button. In the pop-up box, click “I am finished with this test and I want to submit my final answers,” then click the *Final Submit* button. If you need help, raise your hand and I will help you. Stay in your seat and be quiet until everyone has finished. After you have submitted your test, I will collect your scratch paper and student authorization, and you may read a book if you have one. Are there any questions?

When students are ready, continue.

SAY

If there are no more questions, click the *Next* button and begin the test.

While students are working, move around the room to see that students are following directions.

You are not allowed to answer any questions related to the content of the test itself. If a student asks a question that you are not permitted to answer, you may respond, for example, “I can’t answer that for you; just do the best you can.”

NOTES

Test administrators must be actively engaged in observing students' behavior at all times during the administration of state assessments. It is your responsibility to ensure that students do not look at the answers of other students and do not have materials available that are not allowed, such as cell phones. Test administrators may not view or discuss individual test questions or responses with students or with other adults unless specifically instructed to do so by the procedures outlined in the test administration materials. Principals and campus coordinators must confirm that test administrators are actively monitoring in each testing room.

The first part of the test contains easier questions. Later in the test, more difficult reading selections are mixed with easier selections. If a student expresses concern because a selection is difficult, encourage him or her to keep working because easier selections will likely follow, and explain again that he or she may leave answers blank if a passage is too difficult to understand. If the student becomes overly frustrated or anxious, do not require him or her to complete the test. Submit the test for scoring.

Remember that you may give students brief breaks in the testing room, as needed. Allow only one student at a time to take a restroom break.

Students may read books or be allowed to leave the room after they have finished. If they remain in the testing room, they should be reminded not to talk while others are still working.

After all tests have been submitted for scoring, you must stop the test session on your workstation. Collect any scratch paper used by the students. The scratch paper and the student authorizations must be turned in to your campus coordinator to be destroyed.

**UNAUTHORIZED VIEWING, DISCUSSION, OR SCORING OF
SECURE TEST MATERIALS IS NOT PERMITTED AT ANY TIME.**

Appendices

Appendix A

Oaths of Test Security and Confidentiality

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality for Test Administrator

This oath applies to all state assessments.

For All Test Administrators: Complete this section **before** handling any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all requirements governing the student assessment program and do hereby certify the following by initialing to the left of the statements below and including the date where applicable:

Initials

- _____ I have received training on test administration procedures, and I understand my responsibilities concerning the administration of state assessments;
- _____ I am aware that testing procedures require me to actively monitor during test administrations;
- _____ I understand my responsibilities as a test administrator, and I am aware of the range of penalties that may result from a departure from the documented test administration procedures;
- _____ I understand my obligations concerning the security and confidentiality of state assessments, and I am aware of the range of penalties that may result from a violation of test security and confidentiality; and
- _____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

I do hereby further certify, warrant, and affirm that I will faithfully and fully comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

Signature of Test Administrator

Printed Name of Test Administrator

County-District Number

District Name

Campus Name

Area Code/Telephone #

For Test Administrators Authorized to View Secure State Assessments

Individuals who are authorized to conduct test administration procedures that involve viewing secure state assessments have an added responsibility of maintaining confidentiality. These procedures include but are not limited to: oral administration of paper tests, transcribing student responses from the test booklet, and particular linguistic accommodations. As a reminder of this responsibility, these individuals are required to specifically confirm compliance with state confidentiality requirements by initialing to the left of each statement below.

_____ I have not and will not divulge the contents of the test, generally or specifically.

_____ I have not and will not copy any part of the test.

I do hereby certify, warrant, and affirm that I will fully comply with all the requirements governing the student assessment program.

Signature of Test Administrator

Date

State of Texas
County of _____

Texas Education Agency
Student Assessment Program

2015

Oath of Test Security and Confidentiality for Technology Staff

FOR ALL TECHNOLOGY STAFF: Complete this section **before** accessing any secure test materials.

I do hereby certify, warrant, and affirm that I will fully comply with all applicable requirements governing the student assessment program and do hereby certify the following:

(Initial each statement.)

_____ I have read the test security and confidentiality policies in the test administration materials, and I understand my obligation to maintain and preserve the security and confidentiality of all tests.

_____ I understand that student information is confidential and that I am obligated to maintain and preserve the confidentiality of this information.

_____ I am aware of my obligation to report any suspected violations of test security or confidentiality to the campus testing coordinator.

_____ I am aware that release or disclosure of confidential test items could result in prosecution under the Texas Education Code, Government Code, Administrative Code, and/or Penal Code.

I do hereby further certify, warrant, and affirm that I will comply with all requirements concerning test security and confidentiality.

Signed on this the _____ day of _____, 20_____.

Signature of Technology Staff

Printed Name of Technology Staff

County-District Number

District Name

Campus Name

Area Code/Telephone #